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## MAC Newsletter (Vol. 43, No. 1)

Midwest Archives Conference

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# MAC Newsletter



*Preserving the Documents of the Past and Making Them Accessible to the Future!*

Volume 43, Number 1 (168)

[www.midwestarchives.org](http://www.midwestarchives.org)

July 2015

## ELECTED OFFICERS



*Jennifer Johnson*  
President



*Michael Doyle*  
Secretary



*Michelle Sweetser*  
Council



*Bethany Anderson*  
Nominating Committee



*Michele Christian*  
Nominating Committee

## 2015 Annual Meeting Recap "MAC in the Bluegrass State"



Springtime in Kentucky smiled on the attendees of "MAC in the Bluegrass State," held in Lexington, Kentucky, May 6–9. Thursday morning started with four tour options and three workshops. MAC tourists enjoyed a bus ride through Kentucky's famous horse country, a walking tour of African American history in downtown Lexington, a peek behind the scenes at Transylvania University's medical museum, and a visit to Berea College, which was "founded by ardent abolitionists and radical reformers."

*(Continued on page 4)*

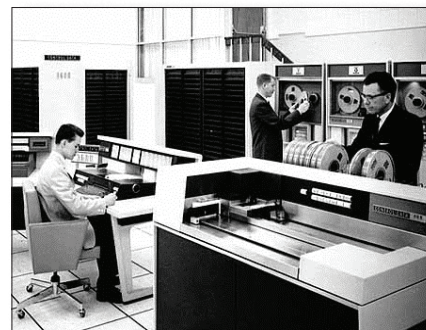
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## The MAC 2015 Fall Symposium: "Hard Skills for Managing Digital Collections in Archives" Minneapolis, Minnesota, September 18–19, 2015

For archivists working in contemporary collecting institutions, basic digital skills are essential. As technology makes it easier to create born-digital text, image, audio, and video files, and archivists continue digitizing analog collections, the impact of electronic records on our work only increases. Archives face a heightened risk of loss or inability to access these records if the archivist's skill set does not include ingest, management, and preservation.

*(Continued on page 7)*



*Control Data computers, c. 1965.  
Courtesy of the Minnesota  
Historical Society.*



Dear MAC Members,

June 2015

The MAC meeting in Lexington was remarkable for many reasons—the weather, to those of us who were winter-weary—was a dream. The events were wonderful. The sessions were engaging. In all, everyone I've had the opportunity to speak with dubbed MAC Lexington a very successful meeting! Let me congratulate once more all the members of the LAC (Heather Fox and Deirdre Skaggs, cochairs) and all members of the PC (Stephanie Bricking and Lisa Sjoberg, cochairs) for all of their hard work.

MAC's officers and Ex Officio Council were remarkably stable this year! Outgoing committee chairs include Portia Vescio (development coordinator), Tanya Zanish-Belcher (Education Committee cochair), and Daardi Sizemore (Nominating Committee). We literally have no one LEAVING Council. Jennifer Johnson is stepping directly from Council into the position of our new president.

We do have a few people coming into the leadership: Michelle Sweetser (Council), Carol Street (development coordinator), Lisa Sjoberg (Education Committee), Doug Bicknese (Nominating Committee), and Tanya Zanish-Belcher (Presidents' Award Committee chair). Welcome to all of you, and thank you for your service!

This newsletter is the traditional venue for my State of MAC Address, and this is my final address and letter as president. Two years of service have gone by in a flash!

### State of MAC

MAC's strength comes from its members—those who volunteer in leadership positions, those who support our meetings, those who contribute to our publications, and those who participate in all of our workshops, symposia, and Speakers Bureau events. . . . MAC is built on membership, and this year leadership has continued its effort to support the development of membership and our organization.

You may recall that last year we worked with AMC to streamline some of the meeting administration process. As you will hear in the upcoming report from Vice President David McCartney, that system is working fairly smoothly and we are excited by the upcoming meeting offerings. I would also like to note that, because SAA is in our region this year, we are planning on being “visibly present” at SAA 2015. MAC will have a table to welcome both new and current members, so if you are planning on being in Cleveland in August, please be sure to stop by the MAC table! If you are interested in volunteering, please contact PIO Daria Labinsky.

Joel Thoreson's treasurer's report shows that MAC is gaining financial momentum. This allows us to continue to pursue initiatives that support our membership. The most ambitious of these continues to be the pilot of the Speakers Bureau, which has now held three very successful workshops in Jefferson City, Missouri; Muncie, Indiana; and Chicago. All workshops have been offered to local archivists free of charge, and they included topics such as an introduction to moving images, an introduction to strategic planning, and records management. A basic preservation course was offered in late May in Abilene, Kansas. The program has received very high marks from attendees, and it continues to be a wise investment for our organization. You'll continue to see information come out about this program.

Raynor Memorial Libraries P.O. Box 3141 Milwaukee, Wisconsin 53201-3141  
Telephone (414) 288-7214 Fax (414) 288-7813 Web [www.marquette.edu/libraries](http://www.marquette.edu/libraries)

This year, leadership took on some issues that are a bit out of the ordinary, but that will have a lasting impact on membership:

In the fall, we uncovered an issue with the 2014 election, which resulted in an error of incorrectly reporting the winner of the treasurer position. As I reported to membership via a MAC Blast dated November 26, 2014, leadership was alerted to the issue, and we were able to investigate and resolve the problem. To underpin the process, we drew on the expertise of a parliamentarian as well as the MAC leadership, and the upshot is that Joel Thoreson was confirmed as our official treasurer. In addition, Council took immediate measures to prevent such an error in the future, including the appointment of two tellers who are not colocated and who will serve specific, staggered terms of service. Council is also addressing the issue of the disposition of all electronic information related to our elections. I want to thank MAC leadership, who addressed this problem professionally and with consideration for the integrity of the election process.

Just this spring, we had the opportunity to continue our discussion of MAC's core values. You will recall that in 2013 we adopted our own Statement of Values. The actions of Indiana's General Assembly and governor ignited discussion in the profession about the values of diversity, equity, and transparency. After discussion, MAC Council adopted SAA's Statement on Indiana's Religious Freedom Restoration Act (RFRA; available on SAA's homepage), which stresses in part that "discrimination and unequal treatment are inimical to the Society's values and goals." MAC Council shares concerns expressed by many about RFRA in particular and about similar acts under consideration in other states, and we are proud to reinforce our commitment to social responsibility and respectful treatment of all.

To that end, at this meeting the Documentation Working Group and MAC Council continued discussing a Code of Conduct, again similar to one adopted earlier by SAA, which states that MAC does not tolerate harassment in any form and is committed to providing an environment free of harassment to its members. You will hear more about this after the fall Council meeting.

MAC's work to support members continues in all areas of the organization. Even as I step down from office, MAC's Council is gearing up to begin its next cycle of strategic planning, as the current strategic plan ends this year. With its focus on recruitment and retention of membership, professional advocacy and professional development, education, and infrastructure, the current strategic plan has served us well. We've made substantial improvements for membership since January of 2011, and we can see the influence of the strategic plan in the work of the organization today—in our education efforts, in our work on administrative issues, in our work on publications, and in our outreach.

As I step down as president, I'm grateful to have seen MAC through a small portion of that work. The perspective of the "day-to-day" work of the organization is fascinating, but it presents itself as a series of moments and tasks. It isn't until I sit down and review this year, my two-year term, and the five-year strategic plan, that the real impact of MAC becomes apparent. I see the strength and value of MAC's trajectory, and I see the collaboration that goes into making this organization run. MAC supports its members and, in doing so, supports the archival profession. MAC does *good* work, on many different levels. I am humbled and proud to have been asked to be a part of this process.

In closing, it's fitting to recognize you all. Thanks first and always to my husband, Tim Cary, who served MAC for years and has always supported me, listened patiently, and given valued advice. Thanks to Council members, committee chairs, and members with whom I have worked, both current and past—you've inspired me professionally, and you've become my friends. I am proud of the work that we have been able to accomplish together—this is a wonderful membership organization. I look forward to serving MAC for many years to come.

Finally, let me thank you for all the work you do and for the opportunity to serve as your president.

My best wishes to you all,



Amy Cooper Cary  
President, Midwest Archives Conference



### 2015 Annual Meeting Recap

*(Continued from page 1)*



*One tour visited the Buffalo Trace Distillery.*

While some decided to take in the tours on Thursday morning, others opted to dive in headfirst before lunch with informative workshops on Archivemata, electronic records, and arrangement and description.

After lunch, Pulitzer Prize–winning editorial cartoonist Joel Pett entertained the plenary audience with a journey through his history of drawing US politicians, illustrated with live cartooning. He demonstrated his method of drawing the US presidents from Reagan through Obama and tossed in a couple of 2016 presidential hopefuls as well, before offering a broader view of his life and experience in journalism. He wrapped up by caricaturing our own MAC president, Amy Cooper Cary, as she bravely stood next to him on the stage.



*Plenary speaker Joel Pett cartooned MAC's outgoing president, Amy Cooper Cary.*

Thursday's first sessions included panels on archival assessment and metadata management, as well as a world café on solutions for lone arrangers. This world café was the first of many alternative sessions held at the meeting, which provided new ways for archivists to learn about various topics.

Following the first session of the conference, MACers walked and bused to the reception at the beautiful Carrick House in Lexington's Martin Luther King neighborhood, where they enjoyed Kentucky-themed appetizers and local beverages. A live band played traditional Kentucky music and then called a square dance—yes, archivists square danced!



*Attendees do-si-doed at the Carrick House reception.*

On Friday, attendees took advantage of sessions on archival processing, change management, archival education and internships, big data, and networking. Alternative sessions, including mini-workshops and a fishbowl, punctuated the day to give participants a wide range of experiences. Rooms were packed for panels about audiovisual materials, archival assessment, assessing and profiling digital files, archival outreach, and social media. At lunch, attendees participated in brown bags on archives management and career planning, and the graduate student poster session kicked off in the afternoon. Three of these excellent student posters were awarded prizes, sponsored by the State Assisted Academic Library Council of Kentucky,

at the Friday MAC Members' Meeting. Also at Friday's meeting, attendees heard an emotional speech from outgoing president Amy Cooper Cary and got a sneak peek at next year's conference in Milwaukee. Lucky members also received Kentucky-themed door prizes that were given away through a raffle. These included special prints, gift certificates, and books about the Bluegrass.

Friday evening attendees were treated to a sampling of Kentucky's finest bourbons provided by the Kentucky Distillers' Association and a screening of *Kentucky Bourbon Tales: Distilling the Family Business*. Drawn from oral history interviews conducted by the University of Kentucky's Louie B. Nunn Center for Oral History, the documentary introduced viewers to the colorful characters who craft Kentucky's signature spirit. The event was held at ArtsPlace, the historic 1904 building that serves as the art space for LexArts.



*Members sampled bourbon at ArtsPlace.*

Saturday sessions covered archival literacy, records management, and donor relations, among other topics. "Project snapshots," one new type of session, gave attendees a glimpse into innovative projects throughout the region. Saturday morning also featured the new professional poster session, an addition that garnered a lot of interest among MACers.

If you missed out on a session, be sure to visit the MAC Forums (on MAC's website), where you'll find presentations from Lexington, as well as past meetings, ready for downloading. You can also search #MAC15 on Twitter to catch highlights of the meeting.



*Networking was popular, as always, during breaks in the sessions.*

Thanks are due to the hardworking Local Arrangements, Program, and Education Committees, as well as to our generous sponsors: Ale-8-One; Berea College Special Collections and Archives; Buffalo Trace Distillery; the Carrick House; the Filson Historical Society; Grimes Mill Winery; Joseph-Beth Booksellers; JRA Architects; Keeneland Library; Kentucky Council on Archives; Kentucky Department for Libraries and Archives and the Friends of Kentucky Public Archives, Inc.; Kentucky Distillers' Association; Kentucky for Kentucky; Kentucky Press Association; Kentucky Underground Storage, Inc.; Lexington Diner; Lexmark International, Inc.; the Morris Book Shop; Northern Kentucky University W. Frank Steely Library; Preservation Technologies, LP; State Assisted Academic Library Council of Kentucky, Inc.; Taylor and Francis Group; Transylvania University Special Collections and the Monroe Moosnick Medical and Science Museum; University of Kentucky Libraries; University of Kentucky Libraries Louie B. Nunn Center for Oral History; University of Kentucky Libraries Special Collections Research Center; University of Louisville Archives and Special Collections; University of Louisville Photographic Archives; University Press of Kentucky; University Products; West Sixth Brewing; and WRFL.fm.



## **Vice President's Column: MAC Meetings and Symposia Update**

*By David McCartney, University of Iowa*

Here is a question with much to consider: what global archives-related issue would you like to resolve, if you had the authority, power, or blue sky to do so?

The subject came up among some colleagues during a break between sessions at MAC's Annual Meeting held in Lexington, Kentucky, in May. My reflexive response—which I blurted out without considering more carefully—was simple and uninspiring: “I want everything digitized and accessible,” or words to that effect. Because it's all about me, right?

While we naturally think of the immediate, tangible projects that affect collections under our stewardship, the question opens up countless avenues of thought and discussion that extend beyond the walls of our repositories. Here are some challenges that come to mind:

- Ensuring the security and integrity of records that document human rights violations
- Building trust with historically underrepresented communities to ensure that their experiences are part of the historical record
- Elevating the status of the archival profession

Indeed, issues like these are not completely beyond our grasp. Many of our colleagues do the good work and address such challenges daily, and they inspire me to attempt to do the same.

What far-reaching archives-related issue would you like to resolve, and why?

\*\*\*

A successful Annual Meeting in Lexington! Many thanks to Local Arrangements Committee Cochairs Heather Fox and Deirdre Scaggs, and Program Committee Cochairs Stephanie Bricking and Lisa Sjoberg, along with their respective committee members, for all their hard work. Looking ahead:

### **Fall Symposium, “Hard Skills for Managing Digital Collections in Archives,” Minneapolis, Minnesota, September 17–19, 2015**

Bertram Lyons and Joshua M. Ranger, both of AVPre-serve, will lead this two-day seminar, a practical, hands-on experience designed to help us sort through the current

and continuing challenges of electronic records. The symposium will be held at the historic Depot Renaissance Hotel in downtown Minneapolis. Lyons is a senior consultant for AVPre-serve and archivist and digital assets manager of the American Folklife Center at the Library of Congress; Ranger is also a senior consultant with AVPre-serve, where he leads collection assessment and inventory projects. Topics will include using open source tools to help manage datasets, setting up basic digital preservation workflows, and using spreadsheets to manage digital content. Ann Kenne and Daardi Sizemore are cochairs of the Symposium Organizing Committee. Registration information will be online soon at [midwestarchives.org](http://midwestarchives.org).

### **2016 Annual Meeting, “Archives Fest,” Milwaukee, Wisconsin, April 27–30, 2016**

MAC returns to Milwaukee for the Annual Meeting next year at the Hilton Milwaukee City Center. If you and perhaps a colleague are kicking around an idea for a session, please submit your proposal to the Program Committee, cochaired by Colleen McFarland Rademaker and Amy Cooper Cary. A call for session proposals will go out late this summer or early fall; details will be on MAC's website. The Local Arrangements Committee, cochaired by Anna Stadick and Michael Doylen, is already planning a terrific set of tours and a reception for members and guests.

### **2016 Fall Symposium, Ann Arbor, Michigan**

Copyright law and its implications for archives and special collections will be the topic of this informative symposium to be held in Ann Arbor. Melissa Levine, lead copyright officer at the University of Michigan, and Aprille McKay, lead archivist for University of Michigan Collection Development at the Bentley Historical Library, will lead this program. Watch for the date and other details in the time ahead.

### **2017 Annual Meeting, Omaha, Nebraska**

MAC heads to Omaha in 2017, and we're already looking forward to a meeting that will bring us to the Old Market District downtown. Join us for some fine Nebraska hospitality! Date and venue details are being worked out at press time.



## The MAC 2015 Fall Symposium

(Continued from page 1)



*Skyline of Minneapolis. Photo courtesy of Meet Minneapolis.*

With this in mind, MAC is pleased to welcome Bert Lyons and Joshua Ranger, senior consultants at AV Preserve, our instructors at the 2015 Fall Symposium, “Hard Skills for Managing Digital Collections in Archives.” This one-and-a-half-day event will provide in-depth and hands-on demonstrations of essential skills for working with digital collections at the basic level of protecting the bits, automating/extracting metadata, and preparing for the next steps of building and managing digital collections. Participants will leave with a clear knowledge of how to use the tools and skills demonstrated, an understanding of what role they play in collection management workflows, and a sense of how to implement their use. ***Attendees are encouraged to bring a laptop with all applications downloaded and installed to fully participate in hands-on exercises.*** All applications are available free of charge on the Internet. A list of the no-cost applications and file sets used in the demonstrations and exercises will be distributed to attendees before the symposium.

On Friday morning, the group will explore the landscape of digital content in archival collections. This session will include an overview of basic digital collections management workflows and concepts, and explore the use of metadata extraction and file management in digital workflows. It will then cover raw metadata management, exposing the group to useful metadata management features within Excel spreadsheets. Attendees will then be guided through the basics of using OpenRefine (formerly Google Refine), “a free, open source power tool for working with messy data,” to analyze, normalize, and clean up data sets through its simple yet powerful features.

During Friday afternoon’s session, participants will learn how to identify files and extract metadata for verifica-

tion, analysis, and quick description. Using MediaInfo, ExifTool, ffprobe, and other freely accessible tools, this session will provide a foundation for archivists to use the metadata inside files to understand them better and to generate reusable data for collections management and analysis. Additionally, attendees will learn how to use tools such as MDQC to ask questions against large sets of files. This session will be especially useful for those who deal with the management of large digitization projects.

Saturday morning’s session will focus on using operating systems to manage digital files in their natural habitats. This session will reintroduce the command line interface of MAC OSX and Windows operating systems. Attendees will learn how to copy, move, create, rename, and manage files using the command line interface of their computers. The final session will discuss some digital preservation basics with an introduction to BagIt, a specification for packaging digital files for storage and transfer developed by the Library of Congress with California Digital Library and Stanford University, and the tools that support it such as Bagger. The session will delve into file fixity through checksum generation and validation tools, both on the command line and with graphical user interfaces (GUIs). These skills provide archivists with the ability to monitor their digital collections’ integrity and authenticity throughout the digital life cycle.

The Fall Symposium will be held at the Depot Renaissance Hotel in the Historic Mill and Riverfront District of Minneapolis. The special room rate for symposium attendees is \$149 for both single and double occupancy. The hotel includes the repurposed Milwaukee Road Depot, which is listed on the National Register of Historic Places. The complex features two hotels, an indoor water park, an interpretive history center about the depot, the Stone Arch Bar, Charley’s Restaurant, and an enclosed seasonal ice rink.

The hotel can be easily accessed from all the interstates leading into downtown (I-35W, I-94, and I-394) and features underground parking. For those of you flying into the Minneapolis-Saint Paul International Airport (MSP), Super Shuttle provides shuttle service (save \$2 by making your reservations online). Or you can ride the Metro Transit light rail Blue Line from the airport to

(Continued on page 8)



*(Continued from page 7)*

downtown Minneapolis. The Government Plaza Station is only three blocks from the hotel.

Of course, MAC members are encouraged to extend their stay and take advantage of all the amenities the Twin Cities have to offer. Looking for a way to spend time outdoors on a beautiful fall day? Why not take in a Minnesota Twins–Anaheim Angels game at nearby Target Field? Or rent a bicycle at one of the many conveniently located Nice Ride stations and cruise the bike trails along the Mississippi riverfront?



*Spoonbridge and Cherry, Minneapolis Sculpture Garden.  
Photo courtesy of Meet Minneapolis.*

Are indoor activities more your speed? The Twin Cities have a plethora of museums to choose from. Learn about the histories of the flour industry, the river, and the city of Minneapolis at the nearby Mill City Museum. Or immerse yourself in a wide variety of artistic styles at the Minneapolis Institute of Arts, the Weisman Art Museum, or the Walker Art Center. If shopping is more your speed, take the light rail from downtown Minneapolis to the Mall of America.

While visiting Minneapolis, you will certainly want to take in the wide variety of cuisines available—from Scandinavian, to Vietnamese, to East African. To assist you on your culinary travels, local MAC members will be hosting restaurant tours to their favorite bistros on Friday night. After dinner, you might want to immerse yourself in the local music scene—see the next Prince perform at First Avenue or take in some smooth sounds at the Dakota Jazz Club.

Registration fees are \$150 for MAC members, \$175 for nonmembers, and \$75 for students, and registration will be open soon. If you have questions regarding local arrangements, contact Ann Kenne ([amkenne1@stthomas.edu](mailto:amkenne1@stthomas.edu)) or Daardi Sizemore ([daardi.sizemore@mnsu.edu](mailto:daardi.sizemore@mnsu.edu)).

## **MAC MKE 2016: “Archives Fest” in the City of Festivals!**

The Program Committee for MAC MKE 2016 will kick off the Milwaukee summer festival season with “Archives Fest,” April 27–30 at the Hilton Milwaukee City Center! The Program Committee invites members to contribute session proposals that celebrate archives, archivists, and positive responses to the challenges of our profession. We envision a mesh of archival celebration and education, and invite session proposals that . . .

- . . . honor the diversity of the historical record and those who care for it;
- . . . invite us to try out different professional experiences;
- . . . applaud creative solutions and “thinking outside the box”;
- . . . teach us new approaches to traditional problems; and
- . . . inspire us to share the joy of our collections and our work with researchers and stakeholders.

A call for proposals will go out the week of August 10, and proposals will be due no later than October 1, 2015. The Program Committee is discussing both traditional and nontraditional session structures and welcomes suggestions for both. Please contact Program Committee Cochairs Amy Cooper Cary ([amycary@marquette.edu](mailto:amycary@marquette.edu)) and Colleen McFarland Rademaker ([colleenmcfarland@me.com](mailto:colleenmcfarland@me.com)) with your ideas.

We look forward to celebrating all things archives with you at MAC MKE 2016!

## MAC Rocks Cleveland at SAA Annual Meeting

“Archives 2015,” the SAA Annual Meeting, is in MAC’s territory, so what better year to attend? Join the MAC members who will be out in force working at the conference, leading tours of their facilities, and presenting at sessions.

The Annual Meeting, August 16–22, in Cleveland, Ohio, offers full-day preconference workshops, numerous repository tours and open houses, vendor exhibits, a research forum, posters, and even popup sessions for spur-of-the-moment discussions and new issues that may not have been on the archival radar at the time the program was created.

Most of the official events, such as sessions and meetings, will take place at the downtown Cleveland Convention Center, with the Renaissance Cleveland Hotel, Westin Cleveland Downtown, and Doubletree by Hilton Hotel Cleveland Downtown serving as host hotels. The all-attendee reception will be at the Rock and Roll Hall of Fame Museum. Students and new professionals, and those who are new to the Annual Meeting, can partake in many opportunities designed especially for them, including the Navigator Program, New Member/First Timer Orientation, the “Lunch Buddy” Program, and the Networking Café.

MAC’s Janet Carleton and Jennie Thomas are the Host Committee chairs for the meeting, and members Leslie Cade, Jill Carney, Ron Davidson, Jeremy Feador, Lisa Rickey, Jill Tatem, and Judith Wiener join them in serving on the committee. MAC members Jen Graham and Ellen Engseth serve on the 2015 Program Committee. Additionally, MAC’s Kris Kiesling and Amy Cooper Cary will begin their three-year terms as SAA Council members at this year’s meeting.

The MAC at SAA Task Force, consisting of Daria Labinsky, Alexis Braun Marks, Mary Joann Wallace, and Eric Willey, has been working on giveaways and flyers for the MAC table. Stop by our table in the regional organization area and say hi. Better yet—help staff the table! Spend a few hours talking to prospective MAC members about why you love MAC! In mid-July, we’ll be sending out a spreadsheet via e-mail, so you can sign up for a shift.

For more information on the SAA 2015 Annual Meeting, visit [www2.archivists.org/am2015](http://www2.archivists.org/am2015).



## Our MAC Vendors

With much appreciation we recognize the 15 vendors who traveled to Lexington, Kentucky, this last spring to join our conference and talk about their services and products. This year our exhibit space overflowed as many MAC members spoke with vendors. Conversation topics ranged from digitization to reformatting, from preservation assessment to preservation standards and deacidification. ARMA (Association of Records Management Administrators) was out in full force, as was the Academy of Certified Archivists. UW–Milwaukee’s School of Information Science sent its students as representatives for its program. And, as usual, the UW–Madison student chapter came with a box of hedgehogs and new tee shirts.

Thanks to all the MAC members who support our vendors. And thank you to the vendors for supporting MAC!



*Cultural Heritage Preservation*



*ARMA Group, Lexington, KY*



*UW–Madison students and their wares*

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## MAC Student Poster and Scholarship Winners Announced

**The University of Wisconsin–Madison completed a sweep of this year’s student poster awards. The winners were judged from the posters on exhibit at the MAC Annual Meeting in Lexington.**

**First Place:** Harvey Long, *“Voices of Struggle: Digitizing Oral Histories of the Civil Rights Movement.”*

**Second Place:** Melissa Schultz, Ryan Welle, and Molly McBride, *“Planning for the Future: A Preservation Needs Study of the Middleton Area Historical Society.”*

**Third Place:** Samantha Snyder, *“How to Gain Exposure for an Archives Using Social Media.”*

**The following students were presented with student scholarships. The scholarships, funded by generous donations from MAC members, covered the students’ registration at the 2015 Annual Meeting:**

John Milano, University of Wisconsin–Milwaukee School of Information Studies

Karen Obermeyer-Kolb, University of Michigan School of Information

Shae Rafferty, University of Michigan School of Information

Anna Trammell, University of Illinois Urbana-Champaign Graduate School of Library and Information Science

Kathryn Kuntz, Indiana University, Rare Books and Manuscript Librarianship



## Records and Information Management: Making It Work for You

Thirty-one archivists have a big problem on their hands. A cache of 3,000 cubic feet of boxes, containing records from a veterinary school and hospital, has been accumulating in an abandoned barn for years. Now the school wants to repatriate the barn to house large animals, planning to move them in before new babies are born. The process of transferring the records to their appropriate locations must be completed in three months' time.

While the majority of archivists are unlikely to encounter the needs of cows and sheep in a typical day's work, short deadlines and massive stockpiles of boxes are nothing out of the ordinary. But, rather than assessing the problem solely based on their experiences as archivists, these 31 participants are asked to consider the views of other project stakeholders. What would the executive director do? The administrative assistant? And what of the records manager? Examining the diverse perspectives of other collaborators can inform an archivist's ability to listen, build partnerships, and solve problems for others—all qualities that make a good records manager, according to Joanne Kaczmarek, archivist for electronic records and director of Records and Information Management Services at University of Illinois at Urbana-Champaign.



*Joanne Kaczmarek led the class discussion.  
Photo by Hathaway Hester.*

This group exercise was part of Kaczmarek's workshop, "Records and Information Management—Making It Work for You," presented at the University of Illinois-Chicago on March 30, 2015. Attendees from across the Chicago region and the greater Midwest gathered for this presentation of the MAC Speakers Bureau pilot project. Chicago Area Archivists played host, answering a demand for records management-related training identified through a survey of its members.

Rather than viewing records management as wholly unfamiliar to the archivist, Kaczmarek encouraged participants to find similarities between the two disciplines. A close reading of definitions put forth by professional and governmental organizations revealed that archivists and records managers are alike in their concepts of control, records, and evidence. Other key principles, such as trustworthiness, comprehensibility, and the importance of context and structure in understanding content, are also familiar to archivists.

To help put the theories into practice, Kaczmarek presented attendees with a folder of worksheets, decision trees, and links for further reading. This packet of reference materials empowered archivists with useful tools for communicating with records holders at their organizations, addressing practical concerns like folder structure and e-mail retention. The materials also provided archivists with avenues for further exploration of records management functions that apply to their institutions' unique needs, as record types and retention requirements vary widely in different fields.



*Attendees discussed their options in the group exercise.  
Photo by Hathaway Hester.*

Finally, the importance of utilizing transferrable skills, such as those emphasized in the group exercise, was stressed at several points throughout the program. Not only were listening and problem solving highlighted as key skills, but also the ability to take advantage of opportunities as they arise and understanding how to leverage existing efforts at one's organization.

This approach suggested that participants start with what they already know as archivists and supplement that knowledge with records management-specific resources to construct a successful program. Whether they already had records management responsibilities, wanted to communicate better with records managers, or were simply looking to increase their knowledge base, feedback from participants indicated that many came away from the workshop with a deeper understanding of records management.



## Winners of the 2015 Archie Motley Memorial Scholarship

**The MAC Archie Motley Memorial Scholarship Committee unanimously agreed—happily—to award Treshani Perera and Angelica Bullock.**

**Treshani Perera** received her bachelor of arts degree in music and psychology from Berea College of Kentucky in 2010 and a master's of music in collaborative piano from Illinois State University in 2013. She is currently pursuing her master of library and information studies/master of music in musicology with a concentration in archival studies from the University of Wisconsin–Milwaukee, with a projected graduation date of 2017. Perera has experience in several information settings, including currently working with the Jump In 3 initiative at Marquette University; as a research assistant to a professor at University of Wisconsin–Milwaukee's School of Information Studies (SOIS); and as a music and curriculum library intern at the University of Wisconsin–Milwaukee's Music Library.



*Treshani Perera*

Perera has also served as a lecturer in piano at the University of Wisconsin–Oshkosh and as a graduate teaching assistant at Illinois State University. She also has taken leadership in many arenas, including as a web technologies officer with the Music Library Student Group and a member of the University of Wisconsin–Milwaukee's SOIS Graduate Student Organization. She also volunteers in professional and community realms. She belongs to several professional organizations, including the American Guild of Organists, the American Library Association, the American Musicological Society, the American Musicological Society Midwest Chapter, the Midwest Music Library Association, the Music Library Association, and the Wisconsin Library Association. She has presented professionally, including at MAC's Poster Session in Lexington, where her poster presentation was entitled, "Deafening Silence: Preservation of Sound Recordings?"

**Angelica Bullock** received her bachelor of arts in history with a minor in gender, diversity, and peace studies from Xavier University of Ohio in 2011 and a master of arts in Africana studies at SUNY–Albany in 2013. She is currently working on her doctorate in pan-African studies at the University of Louisville and works as a research assistant in the University of Louisville's Pan-African and Anthropology Departments. She served as a multicultural affirmative action officer as a graduate student at SUNY and as a teaching assistant there. While at Xavier, she worked as a research assistant and did an oral history with Marian Spencer, a former vice mayor of the Cincinnati City Council and the first African American woman to be elected to the council. Bullock has volunteered in various arenas and with various populations, including serving as a women's health educator and marriage equity advocate. She has participated in the Emerging Archival Scholars Program and was a Graduate Diversity Scholar at SUNY.



*Angelica Bullock*

Congratulations, Treshani and Angelica!

## **2015 Louisa Bowen Memorial Scholarship Recipient**

This year the Bowen Committee selected **Samantha A. Smith** as the recipient of the 2015 Bowen Scholarship. Smith is working on her master of library and information science degree at Dominican University and expects to complete her program in May 2016. She earned her BA in gender studies at Lawrence University and her MA in public history at Loyola University Chicago. She recently completed work as the Raven Theatre Intern at the Newberry Library and finished her internship at the Family Business Center at Loyola University Chicago. She is the social media coordinator for the Jesuit Libraries Provenance Project and volunteers as an archival processor at the Leather Archives and Museum.



*Samantha A. Smith*

Smith serves as the vice president of the Loyola University Chicago History Graduate Association. She has made presentations at the Oxford Women's Leadership Symposium, the Loyola University Chicago History Graduate Student Association Conference, and the Harvard Graduate Student Conference on International History. She is a current member of MAC and the National Council on Public History. Please look for Smith's essay on which academic activities the scholarship assisted in the October issue of the MAC newsletter.

## **Karis Raeburn Awarded 2015 Emeritus Scholarship**

The members of the 2015 Emeritus Scholarship Committee (Chair Cheri Thies, Emily Gainer, Anne Diffendal, and Nicholas Burckel) are very pleased to award the scholarship to Karis Raeburn. Raeburn is the archivist at the Sisters of the Sorrowful Mother (SSM), an order of Franciscan women religious based in Oshkosh, Wisconsin.

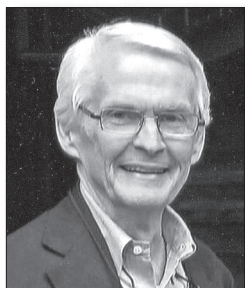


*Karis Raeburn*

Raeburn was the first-ever international student to graduate from Wright State University's public history program, completing her studies in May 2014. While SSM has a rich history of providing pioneering health care across the United States since 1889, Raeburn is its first professional archivist. As a lone arranger, she feels MAC will give her the opportunity to improve her knowledge in areas such as digital preservation and management of born-digital media, the creation of a disaster recovery plan, and how to advocate for her archives within her own institution. The networking possibilities available at the MAC Annual Meeting were invaluable to her as she builds the SSM archives.

The Emeritus Scholarship provides financial assistance for travel and conference expenses at the Annual Meeting to individuals who have never before attended a MAC meeting. Information about the scholarship and an application form are available on the MAC website.

## James Fogerty Honored with MAC Emeritus Membership



James E. Fogerty

James E. Fogerty received the Emeritus Award, granting him emeritus membership status, at this year's Annual Meeting.

Fogerty served MAC as president from 1983 to 1985 and secretary-treasurer from 1977 to 1981. He headed the Presidents' Award Committee from 1987 to 1988 and 1989 to 1991. He also

presented at many MAC meetings, contributed articles to *Midwestern Archivist*, and served on other committees.

His nomination letter, which was submitted by Lydia Lucas and Duane P. Swanson, states:

Jim has been a member of MAC for all of his long and distinguished career, and was instrumental during MAC's early years in making it the successful and financially stable organization that it is today. As secretary-treasurer he inherited a nearly empty bank account and a rudimentary accounting and dues collection system. During his term he developed a computerized ledger; arranged a change in banks to one offering more favorable terms to a young and nearly destitute organization; and worked with Council to reform the dues collection structure, drastically cut meeting expenses, recruit more volunteer labor . . . and develop additional revenue sources.

As MAC president, he moved to create the concept of an invested reserve, from which only the interest income could be spent, which now gives MAC the resources and flexibility to grow and sustain its activities. Bill Maher, his successor as secretary-treasurer, said, "Of all the things I have done in my career, nothing has matched the precision, meticulousness of plan, and success of working closely with him when he was president."

Bruce Bruemmer, who worked for Fogerty in the early years of Minnesota's experiment with a statewide archives network, said, "Jim had a gift of pushing ideas for the profession beyond where it might go naturally, and often MAC was the starting point for these. . . . He challenged the regional to think globally by sending journals to Africa. . . . With MAC, if Jim reached for something, it was always a good idea and usually within grasp."

Fogerty held several positions during his long tenure at the Minnesota Historical Society, including head of the Acquisition and Curatorial Department and head of Documentary Programs. His nomination letter further states, "As well as his former MAC service, Jim shared his experience and expertise at many MAC meetings and forums—and sometimes behind the scenes as well—on such topics as archives management, manuscripts collecting, regional networks, public history, business records, and oral history".

Jim Fogerty's work for MAC (to say nothing of his archival career, which began with MAC), richly merits acknowledgment with the honor of emeritus membership.

## We've Got Competition!

by John Fleckner, *American Museum of Natural History*

When MAC members received the first issue of *The Midwestern Archivist* in 1976, they could shelve it with just two other American journals devoted to the archives field: *The American Archivist* (1938) and the upstart journal of the Society of Georgia Archivists, now *Provenance* (1972). By contrast, the past decade or so has seen an explosion of new venues for writings about archives. This list likely is not complete: *Journal of Archival Organization* (Taylor and Francis Group, 2002), *Journal of Western Archives* (2010), *Archive Journal* (founded with support from the Mellon Foundation, 2011), *Archival Practice* (University of North Carolina–Greensboro, 2013), *Journal of Contemporary Archival Studies* (Yale and New England Archivists, 2014).

The causes and effects of this proliferation of archival publications will be a fruitful topic for future writers about the world of archives and archivists. Meanwhile, we can hope that the competition among our journals will inspire more of us to write more often.

*Archival Issues*, volume 36, number 2, will reach MAC members and subscribers this summer with three feature articles and ten reviews. Readers also will have the option of online access through the MAC members' web pages shortly after the print edition is mailed. Back issues of *Archival Issues* are freely available to all readers after a one-year embargo through the University of Wisconsin–Milwaukee institutional repository and through JSTOR after three years.

Many thanks are due to Mary Ellen Ducey, who has completed the maximum service of three two-year terms on the *Archival Issues* Editorial Board. MAC members who are interested in serving on the board are encouraged to read the guidelines and to contact me directly at [flecknerj@si.edu](mailto:flecknerj@si.edu).

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## Minutes of the Annual Business Meeting Midwest Archives Conference May 8, 2015

*The following minutes are presented in draft form for informational purposes only. Membership will vote to approve this draft at the 2016 Members' Meeting.*

President Amy Cooper Cary called the annual business meeting of the Midwest Archives Conference to order at 3:30 p.m. on Friday, May 8, 2015, at the Hilton Lexington/Downtown in Lexington, Kentucky.

A quorum was present.

The agenda was approved. Minutes of the April 25, 2014, annual business meeting were approved as presented.

### Presentation of 2015 Awards

John Fleckner, chair of the Editorial Board, announced that due to issues with submissions that delayed publication, the Margaret Cross Norton Award will be presented later this year. Scott Schwartz has agreed to chair the award committee, and the committee will review all submissions and make the award by September 1.

President Cooper Cary announced that the Presidents' Award will not be given this year, as the committee received no nominations to consider.

On behalf of the MAC Membership Committee, Alison Stankrauff presented the Emeritus Member Award to James Fogerty.

On behalf of the MAC Emeritus Scholarship for First-Time MAC Meeting Attendees, Cheri Thies presented the award to Karis Raeburn.

On behalf of the Archie Motley Memorial Scholarship for Minority Students Committee, Alison Stankrauff presented awards to Treshani Perera and Angelica Bullock.

On behalf of the Louisa Bowen Memorial Graduate Scholarship Committee, Elizabeth Wilkinson presented the award to Samantha Smith.

President Cooper Cary presented student poster awards to the following: first place, Harvey Long; second place, Melissa Schultz, Ryan Welle, and Molly McBride; and third place, Samantha Snyder.

President Cooper Cary announced the following student scholarship recipients: Kathryn Kuntz, John Milano, Karen Obermeyer-Kolb, Shae Rafferty, and Anna Trammell.

### Other Acknowledgments and Recognitions

President Cooper Cary presented Council's resolution to recognize Aleda Downs for her work as MAC's graphic designer since 1996.

She thanked the 2015 Program Committee and Local Arrangement Committees, as well as outgoing committee chairs, and voting and ex officio members of Council. She welcomed new members of Council and committee chairs.

### Treasurer's Report

Treasurer Joel Thoreson provided a detailed report on MAC's financial status. He noted that MAC ended its 2014 fiscal year with a surplus of \$7,542.31. This is \$19,000 better than expected. The 2015 budget currently projects a \$8,172 deficit. Some of this deficit may be mitigated by membership renewals in December.

### Amendments to Governing Documents

President Cooper Cary introduced proposed amendments to the Constitution and Bylaws. Council approved the proposals on September 11, 2014, and shared them with the membership in the January 2015 newsletter (as part of the Council minutes) and by e-mail on March 2, 2015, thereby fulfilling the 45-day notice to membership required by the Constitution.

President Cooper Cary read the first proposal as follows:

Council proposes amending Article VII of the Constitution by adding the phrase "of the membership" to the first sentence.

If amended, the sentence will read: "At least five (5) council members, one of whom shall be the Conference president or vice-president; and one-fourth (1/4) of the voting membership, or fifty (50) voting members, duly present, whichever is the smaller number, shall constitute a quorum of the membership at any regular or special meeting noted in this constitution and/or bylaws. A majority of the legal votes cast shall be required to take action unless otherwise specified."

It was moved and seconded to amend Article VII of the Constitution as proposed. The motion passed.

The proposed amendment to the Bylaws seeks to do the following: 1) harmonize language regarding quorum at

Council meetings with language in the Constitution, 2) permit “virtual” attendance by voting members of Council at Council meetings, and 3) state explicitly Council voting procedures. President Cooper Cary read the second proposal as follows:

Council proposes amending Article VI, Section 3 of the Bylaws by replacing “A majority of the members of council” with “At least five (5) council members, one of whom shall be the Conference president or vice-president”; and by inserting the phrase “either physically or by teleconference or videoconference,” in the first sentence; and by adding the sentence “A majority of the legal votes cast shall be required to take action unless otherwise specified.”

If amended, the section will read: “At least five (5) council members, one of whom shall be the Conference president or vice-president, present, either physically or by teleconference or videoconference, and entitled to vote shall constitute a quorum at a council meeting. A majority of the legal votes cast shall be required to take action unless otherwise specified.”

It was moved and seconded to amend Article VI, Section 3, of the Bylaws as proposed. The motion passed.

### **President’s Report**

President Cooper Cary delivered her report to the membership. She discussed accomplishments over the last year, including the Speakers Bureau, appointment of a second teller, and adoption of SAA’s statement regarding Indiana’s Religious Freedom Restoration Act. She indicated that Council would undertake strategic planning later this year. She thanked membership for the opportunity to serve.

### **Vice President’s Report**

Vice President McCartney thanked the 2015 Program and Local Arrangement Committees. He introduced Ann Kenne and Daardi Sizemore, cochair of the 2015 MAC Symposium Committee, who gave a brief presentation about the symposium followed by a video. He then introduced Anna Staddick, cochair of the 2016 Local Arrangements Committee, who gave a brief presentation about the meeting followed by a video.

President Cooper Cary made closing announcements and presented the gavel to incoming President Jennifer Johnson. There being no further business to come before the meeting, the meeting adjourned at 4:30 p.m.

**Michael Doyle**  
**Secretary**

### **Strategic Planning Is Coming!**

MAC Council will hold a strategic planning session for the organization in September to develop a new plan to replace the current one, which ends in 2015. You can review the current strategic plan on the MAC website under “About MAC,” or at this URL: [www.midwestarchives.org/assets/documents/AdminDocs/strategicplan2011-2015.pdf](http://www.midwestarchives.org/assets/documents/AdminDocs/strategicplan2011-2015.pdf).

If you have ideas about where MAC should be in 2020, please share your thoughts with MAC President Jennifer Johnson, [jennifer\\_i\\_johnson@cargill.com](mailto:jennifer_i_johnson@cargill.com). Members will also be invited to review the proposed strategic plan and offer comments later this fall.

## **Treasury Notes**

*By Joel Thoreson, Evangelical Lutheran Church in America Archives*

### **Financial Position**

MAC remains in strong financial shape. As of April 30, our two checking accounts hold funds of \$59,197.02, while our invested accounts hold \$249,922.58, for a total asset amount of \$309,119.60. Nearly \$100,000 of the money in these invested accounts is in the Bowen and Motley Scholarship Funds.

### **2014 Budget Recap**

The 2014 fiscal year turned out much better than anticipated, with a surplus of \$7,542, as against a budgeted \$11,472 deficit. Much of this was due to increased numbers of journal subscriptions and membership renewals, as

well as generous financial gifts to our various funds. Due to those gifts, we were able to award 28 student meeting scholarships last year.

### **2015 Budget Update**

Our 2015 budget does forecast an \$8,172 deficit, but hopefully with continued strong income figures and careful spending, we will do better than anticipated. Your generous financial gifts to the operating fund and to the various scholarships help the organization and other archivists. These gifts are tax deductible, so please consider them when renewing your membership or through our online donation form.

Midwest Archives Conference				
2014 Budget - Approved @ Fall Council Meeting 2013				
Updated as of 12/31/2014				
	2014 Budgeted	Details	Actual	
<b>Income</b>				
Advertising	\$ 2,000.00		\$ 3,635.00	
Bank account interest	\$ 3.00		\$ 2.94	
Mailing Lists	\$ 125.00		\$ 125.00	
Gifts - Emeritus Scholarship	\$ 500.00		\$ 786.00	
Gifts - Operating Funds	\$ 300.00		\$ 951.00	
Gifts - Student Meeting Scholarship	\$ 450.00		\$ 1,451.00	
Journal Subscriptions	\$ 1,000.00		\$ 5,655.00	
Meetings (Gross)			\$ 51,751.60	
SM 2014	\$ 37,950.00	\$ 38,986.60		
FM 2014	\$ 10,000.00	\$ 8,515.00		
SM 2015		\$ 4,250.00		
Memberships	\$ 42,000.00		\$ 44,260.00	
Education Initiative	\$ 2,500.00		\$ -	
Other	\$ 2,250.00		\$ 415.00	
Royalties	\$ 2,500.00		\$ 3,157.59	
<b>Total</b>	<b>\$ 101,578.00</b>		<b>\$ 112,190.13</b>	
<b>Expenses</b>				
Administration	\$ 2,400.00		\$ 1,677.18	
Ballot	\$ 100.00		\$ -	
Design		\$ -		
Proofing		\$ -		
Bank Charges	\$ 50.00		\$ 17.00	
Contract Services - Financial	\$ 1,400.00		\$ 785.00	
Contract Services - Membership	\$ 19,000.00		\$ 18,481.36	
Contract Services - Meeting Service	\$ 10,000.00		\$ 11,279.54	
Credit card fees	\$ 1,900.00		\$ 3,661.28	
Revenue Percentage Deduction		\$ 3,304.18		
Monthly Fee		\$ 357.10		
Insurance	\$ 2,800.00		\$ 2,450.00	
Journal	\$ 9,000.00		\$ 6,379.10	
Design		\$ 2,180.00		
Proofing		\$ 2,450.00		
Printing		\$ 1,506.42		
Mailing		\$ 242.68		
Journal Awards (in even years)	\$ -		\$ -	
Marketing	\$ 250.00		\$ -	
Meetings (Gross)			\$ 44,020.88	



## MAC Members Show Their Generosity

The development portion of the 2014 membership renewal has resulted in donations totaling \$3,058, as of May 2014.\* Heartfelt thanks go to the following MAC members who donated to the general operating fund (\$814) and the new Annual Meeting Student Registration Scholarships (\$731). Members also donated to the Louisa Bowen Memorial Scholarship for Graduate Students in Archival Administration (\$105), the Archie Motley Memorial Scholarship for Minority Students (\$35), and the Emeritus Scholarship for First-Time MAC Meeting Attendees (\$1,079).

### General

Danna Bell  
Alix Bertrud  
Rebecca Bizonet  
Martha Briggs  
Stuart Campbell  
Thomas Connors  
Deborah Dandridge  
John Fleckner  
Ross Griffiths  
Kevlin Haire  
James Hone  
Anne Johns  
Greg Kocken  
Mary Kraft  
Elizabeth Loch  
Lydia Lucas  
Karen Mason  
David McCartney  
Meg Miner  
Gregory Mobley  
Janet Olson  
Judith Robins  
Mike Smith  
Alison Stankrauff  
Anita Taylor Doering  
Anne Thomason  
Michele Tollie-Porter  
Sue Topp  
Brian Williams  
Elisabeth Wittman

### Louisa Bowen Memorial Scholarship for Graduate Students in Archival Education

Paul Anderson  
George Bain

### Archie Motley Memorial Scholarship for Minority Students

George Bain  
Gregory Brooks  
Debra Nolan

### Emeritus Scholarship for First-Time Meeting Attendees

Anne Abate  
Michael Arbagi  
Roland Baumann  
Menzi Behrnd-Klodt  
Danna Bell  
Mary Ellen Ducey  
Frank Kimball Efird  
Jr.  
Barbara Floyd  
Emily Gainer  
Raimund Goerler  
Julie Hatfield  
Sue Holbert  
Anne Johns  
Joanne Kaczmarek  
Daria Labinsky

Elizabeth Loch  
Karen Mason  
David McCartney  
Dennis Meissner  
Daniel Noonan  
Jacque Roethler  
Phil Runkel  
Ellen Swain  
Cheri Thies  
Anne Thomason  
Michele Tollie-Porter  
Nancy Webster  
Marcella Wiget  
Tanya Zanish-Belcher

### Student Meeting Fund

Menzi Behrnd-Klodt  
Pamela Bennett  
Rebecca Bizonet  
Matt Blessing  
Alexis Braun Marks  
Stephanie Bricking  
Gregory Brooks  
Janet Carleton  
Jeanie Child  
Meghan Courtney  
Frank Kimball Efird  
Jr.  
Troy Eller English  
Ellen Engseth  
Barbara Floyd

Donald Force  
Mark Greene  
Nina Herzog  
James Hone  
Anne Johns  
Jennifer Johnson  
Daria Labinsky  
Mary Denis Maher  
Kathy Marquis  
Collette McDonough  
Debra Nolan  
David Null  
Whitney Olthoff  
Tracy Popp  
Joshua Ranger  
Suzanne Reller  
Rebecca Schulte  
Debra Shapiro  
Daardi Sizemore  
Mark Sorensen  
Ellen Swain  
Cheri Thies  
Michele Tollie-Porter  
I. Bruce Turner  
Rachel Vagts  
Portia Vescio  
Anke Voss  
Daniel Weddington  
Marcella Wiget  
Elizabeth Wilkinson  
Elizabeth Yakel

*\*Note: Above figures are based on donations and sponsorships processed online through MemberClicks and by checks received at the office. It is possible that payments were made directly to the treasurer which may not be reflected on this list.*

## News from the Midwest—Troy Eller English, Wayne State University, and Alison Stankrauff, Indiana University South Bend, Assistant Editors

Please submit *News from the Midwest* items for Illinois, Iowa, Michigan, Nebraska, North Dakota, and Ohio to Troy Eller English at [au2050@wayne.edu](mailto:au2050@wayne.edu), and items from Indiana, Kansas, Kentucky, Minnesota, Missouri, South Dakota, and Wisconsin to Alison Stankrauff at [astankra@iusb.edu](mailto:astankra@iusb.edu). Submissions must be 150 words or less. Images are welcome!

### INDIANA

#### Elkhart County Historical Museum

Elkhart County Historical Museum has acquired a World War II diary related to the naval service of Jack Cooper. The Jack Cooper World War II Collection consists of documents and artifacts that tell the story of how 23-year-old Cooper, aviation radioman/gunner on a torpedo plane, joined the military and subsequently perished. In June 1944, Cooper's plane was shot down over the Pacific Ocean, leaving him adrift in a life raft for nearly a month before he died. The diary he etched into the leather and celluloid sleeves of his billfold using a safety pin describes Cooper's last days at sea. It reveals his struggles, the death of his crew members, and his love for the family and fiancé he left behind for the Pacific Ocean theater of World War II.



Jack Cooper (right) with his siblings Lester (left) and Jeanne. From the Jack Cooper World War II Collection, Elkhart County Historical Museum.



Jack Cooper etched his last words on his billfold. From the Jack Cooper World War II Collection, Elkhart County Historical Museum.

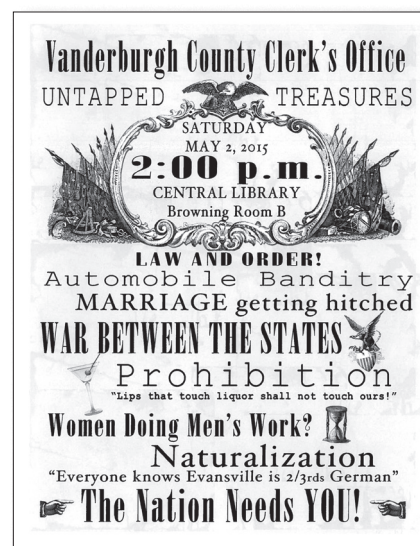
#### Indianapolis Museum of Art

The Miller House and Garden in Columbus, Indiana, is one of the country's most highly regarded examples of mid-century modernist residences—designed by Eero Saarinen, with interiors by Alexander Girard and landscape design by Daniel Urban Kiley. In 2009, the Miller family donated the house and gardens to the Indianapolis Museum of Art (IMA). With the property came its comprehensive records, which are available for research in the IMA Archives.



Interior shot of the Miller Living Room and Terrace by Balthazar Korab, no date. Box 38, Folder 1, Miller House and Garden Collection (M003), IMA Archives.

In 2012, the National Endowment for the Humanities awarded the IMA a grant to digitize a large portion of the collection and make it accessible online. Over the past three years, the Documenting Modern Living project staff have been hard at work making this digital collection a reality. The IMA Library and Archives Department is happy to announce that in June 2015 the Miller House and Garden digital collection were made available for scholarly research and viewing pleasure at [www.imamuseum.org/documentingmodernliving](http://www.imamuseum.org/documentingmodernliving).



Program flier designed by Kayla Smoot.

#### Vanderburgh County Clerk's Archives and the Evansville Vanderburgh Public Library

The Vanderburgh County Clerk's Archives hosted a program titled "Clerk's Archives: Untapped Treasures" on Saturday, May 2, as part of Preservation Month activities. Historical documents telling many stories were displayed. The archives

(Continued on page 22)

(Continued from page 21)

holds records of the court and county since 1818.

The Vanderburgh County Clerk's Archives and the Evansville Vanderburgh Public Library cosponsored *Endangered Heritage*, a traveling exhibition from the Hoosier Heritage Alliance about collections care. *Endangered Heritage* demonstrates some of the most common dangers to objects and documents in Hoosier history collections. As part of the exhibition, the Clerk's Office Archives displayed documents and joined with community partner, Willard Library, which granted permission to use pictures from its archives to complete the exhibition. The exhibition was on display in the main lobby of the Central Library located in downtown Evansville from May 2 to May 29, 2015.

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## IOWA

### University of Iowa

A new online exhibit on early space exploration, *Explorer's Legacy*, has been launched (so to speak) by the University of Iowa Libraries. The exhibit recounts the story of *Explorer I* and its legacy, UI professor of physics James Van Allen, and the 1958 discovery of the earth's radiation belts. Content is drawn from the Papers of James A. Van Allen, the Papers of George Ludwig, and other collections in the UI Archives. Visit [explorer.lib.uiowa.edu](http://explorer.lib.uiowa.edu).

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## KANSAS

### University of Kansas

The Dole Archives, Dole Institute of Politics, University of Kansas, has created an online collection titled Dole Family WWII Letters to bring letters featured in Dole's memoir, *One Soldier's Story*, to a global audience. The letters are

presented with the open source SIMILE Exhibit software, using the Timeline and Map extensions. The exhibit uses Google Docs Viewer to provide an in-browser view for the PDF files, and a JavaScript lightbox to show images and objects from the Dole collections. See [dolearchivecollections.ku.edu/collections/wwii\\_letters/](http://dolearchivecollections.ku.edu/collections/wwii_letters/). The KU Council for the Social Studies contributed instructional materials for secondary teachers using both the letters and the memoir.

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## KENTUCKY

### Berea College

Berea College Special Collections and Archives announces its 2015–2016 Sound Archives Fellowship program. This year, fellowships will be directed toward encouraging scholarly use of John and Alan Lomax's 1930s-era eastern Kentucky sound recordings. A large portion of these recordings are being added to Hutchins Library's already extensive online traditional music collections in cooperation with the American Folklife Center of the Library of Congress. Awards are for one month with a stipend of \$4,000. For more information and to apply, please visit the Appalachian Sound Archives Fellowship Program at [libraryguides.berea.edu/archivesfellowship](http://libraryguides.berea.edu/archivesfellowship).

### University of Kentucky

The Council on Library and Information Resources has announced the recipients of the 2014 Cataloging Hidden Collections Grants. A project from University of Kentucky Libraries Special Collections Research Center was one out of 19 selected from a pool of 92 proposals submitted for grants. The two-year project, entitled Action in Appalachia: Revealing Public

Health, Housing, and Community Development Records in the UK Libraries Special Collections Research Center, was awarded \$156,439 to process 645 cubic feet of Appalachian social justice organizational records. The records comprise seven hidden collections and include records for Eastern Kentucky Health Services, Inc.; the Eastern Kentucky Housing Development Corporation, Appalachian Leadership and Community Outreach, Inc.; and the Commission on Religion in Appalachia. The grant will fund a two-year project archivist position to start on June 1, 2015.

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## MICHIGAN

### Detroit Public Library

In 2012, the Detroit Public Library Friends Foundation received a \$87,400 Council on Library and Information Resources Cataloging Hidden Special Collections and Archives grant to process the mayoral papers of Coleman A. Young, who served as mayor of Detroit from 1974 until 1994. Two archivists completed the processing between January 15, 2013, and November 25, 2014. The Young papers are housed in the Burton Historical Collection, which serves as the repository for City of Detroit records. The *Coleman A. Young Mayoral Papers Project* blog can be found at [www.detroitpubliclibrary.org/blogs/coleman-young-mayoral-papers-project](http://www.detroitpubliclibrary.org/blogs/coleman-young-mayoral-papers-project).

### Metro Detroit Archivists League

The Walter P. Reuther Library at Wayne State University hosted the Metro Detroit Archivists League's second MEDAL Preconference Symposium on April 24. The symposium offered seven area archivists and librarians the opportunity to present



and solicit feedback on early versions of their papers, panel discussions, and lightning talks for upcoming professional conferences. For more information about the Metro Detroit Archivists League, contact Casey Westerman at [casey.westerman@wayne.edu](mailto:casey.westerman@wayne.edu), or visit the MEDAL Facebook page at [www.facebook.com/groups/MetroDetroitArchivistsLeague](http://www.facebook.com/groups/MetroDetroitArchivistsLeague).

### **Mid-Michigan Digital Practitioners**

On March 26–27, 60 digital practitioners from Michigan, Indiana, and Ohio participated in a half-day workshop and meeting sponsored by Bentley Historical Library and the University of Michigan Library. The two-day event began with an un-workshop titled “Deep Dive in the Data Confluence,” where attendees voted on which topics to explore more deeply in breakout groups. The following day featured the fourth meeting of the Mid-Michigan Digital Practitioners, including poster sessions and nine lightning talks on legacy data reuse, ArchivesSpace migration processes, digital collections online and at small institutions, obsolete media types, Preservica use, and the Preservation Self-Assessment Program. The meeting also featured a “Birds of a Feather” session in which breakout groups discussed digital materials at small institutions, ArchivesSpace, collaboration and partnerships, online digital collections, and AV media. The host institutions provided an update on the ArchivesSpace-Archivematica-DSpace workflow integration project, information on their project implementing Aeon special collections software at the Bentley Historical Library, and an announcement of the “Web Archives 2015: Capture, Curate, Analyze” symposium at the

University of Michigan in October. Michigan State University digital intern Courtney Whitmore blogged an excellent overview of these talks and the meeting in general at [wsustudentndsa.wordpress.com/2015/04/01/mid-michigan-digital-practitioners-march-2015-meeting-recap](http://wsustudentndsa.wordpress.com/2015/04/01/mid-michigan-digital-practitioners-march-2015-meeting-recap). For more information on the MMDP, contact Ed Busch at [buschedw@msu.edu](mailto:buschedw@msu.edu).



*Attendees view a poster at the Mid-Michigan Digital Practitioners meeting in March.*

### **Oakland University**

The Oakland University Archives and Special Collections recently opened two collections: the Billie S. Farnum Papers (1957–1967) and the Eugene Mack Papers (1846–1935). Billie Farnum was a one-term Democratic congressman who served in the 89th Congress in 1965–1966, during the Great Society years. The collection includes personal files, Michigan office files, legislative files, subject files, office and media files, and political and campaign files, as well as routine constituent correspondence and casework. Eugene Mack was a prominent farmer and business and civic leader of Addison Township, in Oakland County, Michigan. The collection contains personal and business files relating to his activities as a farmer, businessman, and civic leader, as well as some documents from his father and grandfather. For more information, visit [library.oakland.edu/collections/special](http://library.oakland.edu/collections/special).

### **Wayne State University**

A group of six Walter P. Reuther Library archivists and archival students celebrated International Workers Day on May 1 by participating in the Reuther’s first May Day *Wikipedia* Editathon. In nationwide collaboration with other labor archives such as the University of Maryland’s Meany Center and the Kheel Center at Cornell University, participants at the Reuther Library edited over 20 *Wikipedia* entries, updating or adding citations to relevant archival collections housed at the Reuther.

On April 30, the Reuther Library, in partnership with the Jewish Historical Society of Michigan and the United Auto Workers, presented a “roving symposium” to explore the contributions of early Jewish labor leaders and artists to Detroit. This event was planned in conjunction with the special Detroit Institute of Arts exhibit *Diego Rivera and Frida Kahlo in Detroit*. Participants visited the Reuther, the UAW Solidarity House, and the Detroit Institute of Arts. In addition to highlighting the Reuther’s collections of labor leaders’ papers, over a dozen labor-inspired artworks from the Reuther were shown.



*Participants in the Reuther Library’s first May Day Wikipedia Editathon updated content and archival citations for 20 labor-related articles on May 1.*

*(Continued on page 24)*



(Continued from page 23)

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## NEBRASKA

### University of Nebraska at Omaha

Founded by Union Pacific purchasing agent George Frost in 1866, the YMCA of Greater Omaha has donated its records to the University of Nebraska at Omaha Criss Library in advance of the organization's 150th anniversary in 2016. The records include materials spanning the organization's founding in the nineteenth century to the twenty-first century. Materials documenting board meetings from the 1880s to the early 2000s are nearly complete. Also available in the collection are photographs, fund-raising materials, membership information, marketing materials, and scrapbooks. The collection documents programming, summer camps, athletic teams, and organizational planning. In addition, the newest digital collection from Criss Library, the University of Nebraska at Omaha's yearbooks, have been digitized and are now available from the Internet Archive and DigitalCommons@UNO. Visit [library.unomaha.edu](http://library.unomaha.edu).

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## OHIO

### Cincinnati Museum Center

The fourth installment of Cincinnati Museum Center's Treasures series, *Treasures of Our Military Past*, showcases the depth of Cincinnati's contributions to military action from the late eighteenth century to the modern era. Through uniforms, weaponry, medical instruments, supplies, photographs, and documents, the exhibit honors the courage and sacrifice of men and women who served during military campaigns. Open through July 26, *Queen City Baseball: Diamonds and Stars* features

materials from the early days of Cincinnati baseball in the nineteenth century through the modern era. Items in the exhibit include nineteenth-century player's contracts and payment records, autographed baseballs, newsreel footage from the 1919 World Series and the infamous "Black Sox Scandal," and audio from one of the famous rain delay broadcasts of Reds play-by-play announcer Waite Hoyt. See [www.cincymuseum.org](http://www.cincymuseum.org).

### Ohio Historical Records Advisory Board

The Ohio Historical Records Advisory Board (OHRAB) recently gave History Day awards for two student projects using primary sources. The winner in the junior category was John Victor Pan for his website about John D. Rockefeller; the senior category winner was Jeremy Gimbel for his website on Cleveland rabbi Arthur J. Lelyveld. In April, OHRAB awarded NHPRC regants to 11 institutions for projects designed to enhance access to collections of regional and national significance. The institutions included many types of repositories throughout the state of Ohio. Visit [www.ohrab.org](http://www.ohrab.org).

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## WISCONSIN

### University of Wisconsin–Milwaukee

The UW–Milwaukee Archives recently launched WTMJ-TV News Search ([www.uwm.edu/wtmjsearch](http://www.uwm.edu/wtmjsearch)), an online catalog of nearly 50,000 news stories broadcast from 1950 to 1980 by WTMJ-TV, an NBC-affiliated station located in Milwaukee, Wisconsin. Stories cover all aspects of Milwaukee history including politics, business and industry, sports, entertainment, and social justice movements. The catalog includes basic descriptions of daily news

stories, special reports, and *The Milwaukee Newsreel* and *Special Assignment* programs. WTMJ-TV and the Wisconsin Historical Society assisted with the project.

Recently digitized are the photographs of commercial photographer James Murdoch, 1920–1965. The collection includes images of area businesses, such as advertising and insurance agencies, department stores, manufacturing industries, and service stations. It is online at [collections.lib.uwm.edu/cdm/landingpage/collection/jbmurdoch](http://collections.lib.uwm.edu/cdm/landingpage/collection/jbmurdoch).

The American Geographical Society Library at the University of Wisconsin–Milwaukee Libraries is pleased to announce the re-opening of the American Geographical Society of New York Archives. The collection contains the records of the society, the oldest geographical organization in the United States, an organization of professional geographers that encourages the expansion of geographical knowledge. The materials date from the society's founding in 1851 and include approximately 350 cubic feet of materials, with documents relating to well-known figures in American exploration and the larger field of geography from the mid-nineteenth century through most of the twentieth. The finding aid is available at [digital.library.wisc.edu/1711.dl/wiarchives.uw-agsl-agssnyac0001](http://digital.library.wisc.edu/1711.dl/wiarchives.uw-agsl-agssnyac0001).

### Wisconsin Historical Society

At its midwinter meeting in Chicago, the American Library Association's Reference and User Services Division listed the Wisconsin Historical Society's online Freedom Summer Collection among 2014's eight Best Historical Materials.

The digital collection contains historical documents on the

Mississippi Freedom Summer Project of 1964. Its 40,000 pages available online include diaries, letters, memos, photographs, audio recordings, interviews, newsletters, brochures, press releases, telephone logs, posters, and more. The judges called it “a valuable contribution to the history of civil rights.” Visit the Freedom Summer Collection at [wihist.org/1v0b5mh](http://wihist.org/1v0b5mh). Learn more about ALA’s Reference and User Services Association at [www.ala.org/rusa](http://www.ala.org/rusa).

### **MAC Adopts SAA’s Statement on Indiana’s Religious Freedom Restoration Act**

In April, MAC Council adopted the Society of American Archivists’ statement regarding Indiana’s Religious Freedom Restoration Act (RFRA; available at [www2.archivists.org/news/2015/saa-statement-on-indiana-religious-freedom-restoration-act-and-subsequent-action-by-indiana](http://www2.archivists.org/news/2015/saa-statement-on-indiana-religious-freedom-restoration-act-and-subsequent-action-by-indiana)). MAC’s Council shares the concerns expressed by many about RFRA and similar acts under consideration in other states. The adoption is in line with the Statement of Values approved by MAC Council in April 2013.



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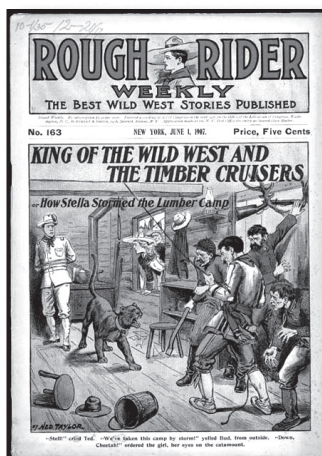
## Archival Resources on the Web—Eric Willey, Assistant Editor, Illinois State University, Normal

Contact Eric Willey at [emwille@ilstu.edu](mailto:emwille@ilstu.edu) if you would like to guest author a column or have a good idea to share.

### Dime Novels Gone Digital

By Eric Willey, Illinois State University, Normal

Before people worried that television and video games would pervert morality, corrupt the mind, and destroy the fabric of civilized society, the same concerns were expressed over dime novels. The rise of literacy rates in the post-Civil War era and increasingly cheap printing processes resulted in a wave of titles aimed at the middle and working classes. These dime novels, known as penny dreadfuls in England, told sensationalized, sometimes lurid, and nationalistic tales of the Wild West, detectives and criminals, historical romances, early science fiction, exploration, pirates, military fiction, and sports. Often featuring covers and interior illustrations as fantastic and sensationalized as the stories themselves, these small, cheaply printed novels thrilled audiences from 1860 to 1926 when the pulp serials replaced them. Today they are widely used by scholars studying popular culture, history, women's studies, and literature. Fortunately, many of these novels have made their way to online collections either in their entirety or through their cover illustrations, forming a bridge between the twenty-first century and the thrilling entertainment of the past.



King of the Wild West and the Timber Cruisers; or, How Stella Stormed the Lumber Camp. *American Treasures Gallery, Library of Congress.*

novel phenomenon is also provided. This site features an article explaining the background and historical context of dime novels, as well as a guided tour of the print processes, typical cover elements, and detailed information about

Stanford's collection and other dime novel collections in the United States. Stanford also provides time lines of major events in the history of dime novels for the years 1860 to 1920. Visitors can examine a general time line for those years or a more detailed one by decade. They also have the opportunity to search and read (or browse by subject) 100 select issues of *Secret Service* (a weekly magazine of detective stories) and view 2,369 of the covers that adorned this and other tales by searching the series title or image feature, or by browsing the entire collection. These covers include 232 images from stories of the frontier West, with memorable titles such as *The Giant Detective among the Cowboys* and *Link Rover among the Fire Worshippers; or, A Yankee Joker in the Land of Diaz*.

**The Newberry Library** in Chicago, Illinois, has also created a website at [www.newberry.org/dime-novels](http://www.newberry.org/dime-novels) for fans of the dime novel. While the Newberry has not placed numerous scans of covers or digitized novels on its site, it has included a brief history of the dime novel and a description of its collections. For those looking for a scholarly context for these stories, the Newberry provides an extensive list of bibliographies and reference works. This list contains 19 secondary sources discussing dime novels, from as recently as 2005. There is also a list of selected dime novels in the collections at the Newberry and links to collections and digital resources at other institutions.

The **Street and Smith's Preservation and Access Project** via Syracuse University Library at [library.syr.edu/find/srcr/collections/diglib/streetsmith.php](http://library.syr.edu/find/srcr/collections/diglib/streetsmith.php) is another site to keep an eye on. Street and Smith produced a wide variety of popular literature, including dime novels, for over 100 years. Through this digital archives, users can view the Street and Smith holdings list (with links to cover images for the 1,922 novels in the list), a dime novel cover gallery, images of the Street and Smith Company, and an inventory of Street and Smith's editorial records. While the site does not appear to link to any texts, the rich background material on the publisher and the extensive cover gallery still make this a valuable resource.

Felicia L. Carr started the **American Women's Dime Novel Project** at [chnm.gmu.edu/dimenovels](http://chnm.gmu.edu/dimenovels) as part of research for her dissertation entitled *All for Love: Gender*



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(Number 108.)

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The WAR Library

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PRISON PEN, or, DEAD LINE AT ANDERSONVILLE

BY WARDLAW.

A Thrilling Story of Adventure Down in Spain.

Female Trapper; or,  
Lone-Star Lizzie.  
*American Treasures*

Prison Pen; or Dead Line  
at Andersonville. *American  
Treasures Gallery, Library  
of Congress.*

Bill bring the cowboy genre to life, while the horror of the Civil War is relived through covers such as *Prison Pen*; or, *Dead Line at Andersonville*. Viewable cover images of dime novels featuring women include *King of the Wild West's Cattle War*; or, *Stella's Bout with the Rival Ranchers*; *Female Trapper*; or, *Lone-Star Lizzie*; and *King of the West and the Timber Cruisers*; or, *How Stella Stormed the Lumber Camp*.

[illegible]

Tom Edison Jr.'s Electric  
Mule; or, The Snorting  
Wonder of the Plains.  
*Northern Illinois University.*

The **Falvey Memorial Library at Villanova** also offers an impressive list of resources related to dime novels. The ongoing project can be viewed at [digital.library.villanova.edu/Collection/vudl:24093](http://digital.library.villanova.edu/Collection/vudl:24093); it includes story papers and international dime novels. The site separates

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its materials into eight series: series list, covers and illustrations, fiction, nonfiction, periodicals, scholarship, the Spare Change library podcast, and paratextual materials (ephemera, primary source documents, and miscellanea). In viewing the covers and illustrations from this collection, noir fans will see familiar themes in the *The Cloak of Guilt* and *Hounded to Death*. While the sheer amount of material is not as extensive as that contained in other collections discussed in this article, this collection is a growing resource and fills in many interesting corners particularly with its nonfiction, podcast, and paratextual materials.

Individually and as a whole, these collections provide valuable resources for scholars and tell us a great deal about how rising working-class Americans viewed minorities, women, and their own pasts and futures. Dime novels provide as much of a view into the past as any other form of popular entertainment, and the vivid covers and illustrations make valuable additions to the texts. Thankfully, due to these digital collections, many rare and valuable dime novels are available to both scholars and casual viewers around the world.



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if you would like to guest author a column or have a good idea to share.*

### **Addressing the Challenge of the Governor's E-mail**

*By Roger Christman and Susan Gray Page, Library of Virginia*

The State Library of Virginia has a long and impressive history of preserving and providing public access to the records of state and local government. But the shift from purely paper-based records to electronic records poses challenges not only to the Library of Virginia, but also to archives across the United States and around the world. In 2005, the library accessioned its first true transfer of born-digital gubernatorial records. Since then, the library has developed policies supporting the creation, transfer, and management of electronic content. As library staff, we understand and take seriously our responsibility to ensure the secure and stable management of this material and to provide open and free public access to the archival records of our government regardless of format. And yet, accessioning e-mail continues to present unique and difficult challenges.

In January 2010, the administration of outgoing governor Tim Kaine (2006–2010) transferred to the Library of Virginia approximately 1.3 million e-mail messages from more than 200 accounts. By law, gubernatorial records transferred to the library “shall be made accessible to the public, once cataloging has been completed.” The library has long had procedures in place for accessioning and processing paper records, but working with 167 gigabytes of e-mail required a new set of tools, including an additional staff member, a few key pieces of software, time, and a lot of patience to develop a process through trial and error. Four years after the original transfer, 66,422 e-mail messages from the Kaine administration were made available online. In 2014, four additional batches of e-mail were made available, bringing the total number of accessible e-mail messages to 130,644.

#### **Setting the Stage**

Budget challenges, staff vacancies, and the absence of definitive professional best practices hindered the library's ability to move forward as quickly as we had hoped on the Kaine e-mail project. However, Tim Kaine's April 2011 announcement of his candidacy for the United States Senate and the potential inquiries regarding his administration's records gave us the opportunity to reassess and reconsider our priorities around these records, especially the born-digital materials.

With support from library senior leadership, a workgroup

of archivists and IT staff assumed a self-imposed deadline of making the Kaine administration's e-mail accessible to the public in time for the 2012 election cycle. The deadline proved to be unachievable due to many challenges, but the team pushed forward regardless.

We wrestled with a number of issues during this project, but first and foremost was the question of how the processed e-mail messages should be served to the public. Given a choice of limiting access to dedicated computer terminals in the library's reading room or allowing anyone with an Internet connection to view the e-mails through the library's online digital asset management system, we chose the latter. This seemingly simple decision had a significant impact on processing the collection.

#### **Open Access versus Rights to Privacy**

The library promotes open access to government records. However, open access must be balanced with the various laws that restrict access to certain types of records. Records with restrictions on access include those that contain personal or sensitive information (such as medical, educational, or personnel records), correspondence between attorneys and clients, and information related to clemency and restoration of rights. In addition, many inboxes contain e-mail messages of a personal nature or otherwise considered transitory and not worthy of permanent retention. To ensure that privacy-protected records were excluded from the collection, state records archivists decided that the electronic equivalent of item-level processing was warranted.

By applying classic retention scheduling concepts to the e-mail messages, archivists reviewed every e-mail in each e-mail account and segregated the e-mails that did not qualify as public records or were otherwise restricted from public access. Processed copies of the e-mail PST files were then passed on to the library's information technology department for the technical phase of the project.

Despite our best efforts, we knew some restricted materials might slip through our manual dragnet process, so we created a virtual “reading room agreement.” To view the Kaine e-mail messages, users have to log in using a generic account that the library created for this collection. By log-

*(Continued on page 30)*

*(Continued from page 29)*

ging in, users acknowledge their researcher responsibilities regarding protected materials.

### **Applying Technology**

Anyone who ever cheered on MacGyver<sup>1</sup> as he repaired a radiator using only water and an egg white will appreciate what we had in our project's toolkit: two determined archivists embedded in the library's IT department and a few hundred dollars for processing software. When the decision was made to put the Kaine e-mail online, we began looking for a program that would export the e-mail messages from the processed PST files into full-text PDFs. Our goal was to serve static copies of the messages in a keyword searchable format. We also wanted to convert any files attached to the original messages to full-text PDF documents so users would not need additional software installed to view attachments.

Two software candidates quickly emerged, though both had limitations. Our top choice, PSTViewer Pro by Encryptomatic (\$69.99 for one license), handles Microsoft Word, Excel, and PowerPoint attachments like a champion. But the most it could do with MSG files was to include them in the exported PDF as an attachment in their native format. The runner up, Total Outlook Converter Pro by CoolUtils (\$99.90 for one license), easily converted all manner of Microsoft attachments, including MSG files, but the program routinely crashed when we tried to convert large PST files. In the end, we bought both programs and combined their functionalities to meet as many of our needs as possible. For all e-mail messages without MSG attachments, we used PSTViewer Pro. For the smaller number having MSG attachments, we used Total Outlook Converter Pro.

Once messages were exported to PDF format, we created CSV files for the corresponding e-mail metadata to facilitate bulk ingests into DigiTool,<sup>2</sup> the library's digital asset management system. This phase of the project was fairly straightforward. Through trial, error, and a fair amount of heartburn, we discovered the limits to bulk ingests into DigiTool. Any more than 3,000 messages at one time strained the program to the breaking point and required intervention from the software developer (Ex Libris Group) to right the system.

With the ingest process finally complete, we turned our attention to enhancing the resource discovery interface

to facilitate use of the new collection. At this point we confronted head-on the inherent limitations in our current digital asset management system. In a perfect world, our resource discovery tool would let users browse, search, and retrieve gubernatorial e-mail records as effortlessly as if they were using Gmail. However, a system like ours, geared toward delivering more traditional digital content such as digitized maps, manuscripts, and photographs, presented challenges in providing access to e-mail. Although the e-mail messages are full-text searchable, the high volume of messages causes any given keyword search to return thousands of possible results. We tried a number of approaches to help users navigate the collection. For example, to better approximate the inbox environment of e-mail, we created subcollections for each individual in the Kaine administration and populated those collections with exported e-mails from the corresponding PST files. In this way, users can "step into the shoes" of specific administration officials and approximate what they saw when they logged into their e-mail accounts. We also worked within the limits of the software to optimize display options when viewing results sets. Finally, we created tip sheets<sup>3</sup> to help users understand how to get the most out of the DigiTool search environment.

The final step in making the e-mail available to the public was the creation of a website. Kaine E-mail Project @ LVA<sup>4</sup> is an online portal that acts as a hybrid finding aid, contextualizing the messages and integrating them with Governor Kaine's other archival materials. The online portal contains a traditional finding aid, an interactive organizational chart for the Kaine administration, links to EAD guides for related paper collections, and links to archived websites related to the Kaine administration.

### **Next Steps**

What's next? The manual processing of the Kaine e-mail continues, but we realize that item-level processing of e-mail is not sustainable over time. That is why we are excited about a pending research project that will use computer software to try to replicate our item-level processing of the Kaine e-mail. If successful, this "Man vs. Machine" research project could help automate a large portion of our current efforts processing e-mail messages and set a path forward for working with many other collections where potentially sensitive content is comingled with public records. Stay tuned!

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Notes

1. *Wikipedia*. *MacGyver* was an American action-adventure television series, accessed May 5, 2015, [en.wikipedia.org/wiki/MacGyver](http://en.wikipedia.org/wiki/MacGyver).
2. "Managing and Showcasing Digital Collections and Institutional Repositories," ExLibris DigiTool, accessed May 5, 2015, [www.exlibrisgroup.com/category/DigiToolOverview](http://www.exlibrisgroup.com/category/DigiToolOverview).
3. Tip Sheets, "Kaine Email Project," Virginia Memory, Library of Virginia, accessed May 5, 2015, [www.virginiamemory.com/collections/kaine/search-the-collection](http://www.virginiamemory.com/collections/kaine/search-the-collection).
4. "Kaine Email Project @ LVA," Virginia Memory, Library of Virginia, accessed May 5, 2015, [www.virginiamemory.com/collections/kaine](http://www.virginiamemory.com/collections/kaine).

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*Contact Sara Holmes at [sara.holmes@nara.gov](mailto:sara.holmes@nara.gov)  
if you would like to guest author a column or have a good idea to share.*

### A Brief Guide to Finding Preservation Training Opportunities

*By Sara Holmes, National Archives at St. Louis*

Looking for training for yourself or your staff in preservation? On-site workshops, webinars, and on-demand learning can help improve staff knowledge of preservation theory and practice. Some are even free and accessible online at any time!

#### Learning the Basics

The **Northeast Document Conservation Center** (NEDCC) offers Preservation 101: Preservation Basics for Paper and Media Collections online, providing a strong introductory overview of care and handling, environmental monitoring, reformatting, and conservation practices. The course has been recently updated to include audiovisual collections, digital preservation, copyright, and emergency management. It is available in two formats: a free online self-guided course, or a paid, instructor-led course with 10 live webinars. The next instructor-led course begins May 2016. See [www.nedcc.org/preservation101](http://www.nedcc.org/preservation101) for more information.

#### Explore Environmental Management

The **Image Permanence Institute** (IPI) has a series of webinars for 2015 focusing on sustainable preservation energy management. This series is designed to help cultural institutions work with building facility staff and administration to achieve an optimal preservation environment. Not only are the webinars free, but many institutions that have implemented IPI's recommendations have not only improved collection storage, but they've lowered energy costs—and saved money! Visit [www.ipisustainability.org](http://www.ipisustainability.org) to register for this year's remaining webinars, and be sure to check out the recorded webinars for this year and previous years to explore all three webinar series.

#### Get Hands On!

We're lucky in the Midwest to have the **Campbell Center for Historic Preservation Studies** in our midst. Located in Mt. Carroll, Illinois, not far from the Mississippi River, the Campbell Center offers classes in collections care, conservation, administration, and development. Most classes are held at the old Shimer College campus in Mt. Carroll. While tuition may be higher than other training opportunities, classes held on campus include lodging and two meals a day (breakfast and lunch). Scholarships are available to help eligible students to enjoy this adult version of a summer camp.

Some of the highlights for archivists include a Care of Paper Artifacts course, which allows students to explore basic treatments such as surface cleaning, mending, and humidification. Other courses focus on book repair for special collections, photographs, and disaster recovery. Archivists can also find classes on exhibit planning and fabrication, as well as working with three-dimensional objects. Interested in earning your Collections Care Certificate? Take a look at [www.campbellcenter.org](http://www.campbellcenter.org).

Although the **Midwest Art Conservation Center** (MACC) focuses on artwork, Midwest archivists will find that many of the workshops offered fit their needs well. Most workshops are hosted in Minneapolis, but MACC fields inquiries from institutions interested in hosting its workshops. Current upcoming programs include understanding grant opportunities for preservation and conservation projects, preventing and responding to mold, digital preservation for video, and disaster planning. Learn more at [www.preserveart.org/workshops](http://www.preserveart.org/workshops).

For other hands-on opportunities, don't be shy about reaching out to an institution. Both the **Ford Conservation Center** in Omaha, Nebraska, and the **Intermuseum Conservation Association** based in Cleveland, Ohio, have given workshops to cultural resource institution staff and may be able to work with you as well. See [www.nebraskahistory.org/fordcenter](http://www.nebraskahistory.org/fordcenter) and [www.ica-artconservation.org](http://www.ica-artconservation.org).

#### Learn from Work or Home

A number of organizations offer preservation training in live webinars. Membership in the organization may allow for a discount in the cost, but it is not necessary to register. There are so many options and training calendars, you may appreciate being able to bookmark the Regional Alliance for Preservation's calendar, which includes events from webinars and live events from NEDCC, Lyrisis, and the Conservation Center for Art and Historic Artifacts (CCAHA). See [www.rap-arcc.org/educational\\_opportunities](http://www.rap-arcc.org/educational_opportunities) for the full upcoming calendar.

**Amigos Library Services, Inc.**, serves institutions in the Southwest, primarily in Arizona, Arkansas, New Mexico, Oklahoma, and Texas. It offers both live training and webinars on grant writing, disaster response, digital

preservation and imaging, organizing exhibits, and storage methods. See the full list at [www.amigos.org](http://www.amigos.org).

**Lyrasis** is the largest regional nonprofit association serving libraries. It offers a wide range of preservation training that archivists can benefit from. Topics include managing oversized materials, preservation metadata, project management for digitization, collection security, and much more. Check out the full list at [www.lyrasis.org](http://www.lyrasis.org).

As the oldest independent conservation lab in the country, **NEDCC**'s program has long extended beyond its local region. In-person workshops are held throughout the country, but a full list of webinars allows you to train anywhere. A complete range of topics in preservation management, collection care, digitization, and emergency preparation

can be found online on the NEDCC website at [www.nedcc.org/preservation-training](http://www.nedcc.org/preservation-training).

### Ready for a Little Conservation Science?

While most training opportunities from the **American Institute for Conservation of Historic and Artistic Works** (AIC) are geared toward professional conservators, a number of online Conservation Science Tutorials are also suitable for students preparing to enter conservation programs and even for archivists just interested in understanding some of the chemistry behind conservation treatments. Topics include adhesion, relative humidity, color, and many more. Ready to brush up on your redox reactions? Go take a look at [www.conservation-us.org/education](http://www.conservation-us.org/education).



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## Up-and-Comers: News for Student Archivists—Johna Picco, Assistant Editor, The Filson Historical Society

*Contact Johna Picco at [johna.picco@gmail.com](mailto:johna.picco@gmail.com)  
if you would like to guest author a column or have a good idea to share.*

### As Time Goes By: Intern Archivist Shares Time Management Challenges

*By Cheryl Ziegler, MLIS*

As a recent MLIS graduate looking to work within archives and special collections, my entry into the archives world has thus far been a series of internships. These internships each offer a unique and interesting story and have been invaluable in teaching me that there is never a “one size fits all” approach to managing archival collections. My experience as an archives intern with Perkins+Will, Inc., has had a profound impact on my understanding of the challenges faced by corporate archivists and the issues specific to working with architects and architectural documents.

#### The Company

Lawrence B. Perkins and Phillip Will Jr. initially established their practice, Perkins+Will, Inc. (P+W), by designing residential projects. The significant success of their 1940 collaboration with celebrated Modernist architects Eliel and Eero Saarinen on the Crow Island School project increased their production of innovative and user-centered school designs. P+W continued its growth with school design throughout the next four decades while diversifying into the building design of commercial, higher education, and health-care facilities. The firm also expanded from one Chicago office to its current 22 US and international locations with more than 1,500 employees. A horizontal corporate structure has helped to retain the firm’s humanistic core values by allowing each office to run autonomously without a specific “top-down” hierarchy. Consequently, each office operates somewhat independently, which results in a record storage and retention system that varies from office to office. Although Chicago is not considered the “home office,” it is largely still regarded as the founding office.

#### The Collection

Like the firm itself, the current P+W Archives materials have had a long and complicated history. Prior to the project management software conversion of the mid-1990s, P+W architectural documents (construction documents, working drawings, project files, project photographs, and slides) were physically managed by the office manager. The marketing department kept index card records on current and past projects, recording the basic details of building

project name, project team, location, contacts, completion dates, and costs. Photos and slides of completed projects were also kept by the marketing department for use in new business pursuit and promotional materials. The drawings and documents from completed projects were routinely stored within the office until staff expansion and an increased project base led P+W to a storage policy that kept completed project documentation off site in storage facilities. Records were traditionally retained for legal purposes; however, without a program of systematic retention and disposal of records, the documents continue to enjoy limitless retention.

As the company approached various milestone anniversary years, the “marketing records” would be pulled from storage to mine for corporate history documents, significant building photos, and firm ephemera for inclusion in anniversary promotional materials. By the time I arrived in June 2014, the collection had survived several office moves, living boxed in a mechanical room, and finally ending up in an office supplies storage closet with documents crowded into 22 vertical metal file drawers. In addition to the materials in file cabinets, the following materials comprised the archives: oversized scrapbooks, boxes of loose photo slides, VHS tapes, binders of miscellaneous project data, and an eight-inch-long “Abodia Slide Storage System,”<sup>1</sup> which acted as a large light box with side drawers to store, display, and sort project slides for presentations.

#### The Internship

Thanks to the diligence of the firm’s resource librarian and a veteran knowledge manager, approval was obtained to hire an intern from June through August to move the collection into a dedicated space and produce an inventory of all materials. The primary objective was to facilitate access to the collection. When I began work with P+W, the internship objective was to make an inventory (or shelf list) of a defined group of archival materials. On my first day of employment, I learned that the task was anything but simple, and by my last days, I knew never to underestimate the time it takes to conduct what may seem like a “simple” inventory of unprocessed archival materials.

## **Organizational Challenges**

A significant amount of my time during the first month involved clearing out the “dedicated room” that was to accept the aforementioned file cabinets and boxed materials. I also spent time talking to the firm’s resource librarian, marketing personnel, and firm principles to learn how P+W worked and how the building design and construction process translated into its production of documents. Although I had previous knowledge of the architectural process through my studies and work in the architectural field, it took me awhile to feel comfortable with P+W’s practice and to devise how best to organize the materials for access.

I was unable to open many of the drawers prior to the move of materials, so I could only get glimpses of what the cabinets contained. From the exterior labels, I concluded that the existing arrangement of the file drawer materials grouped project files by broad building types: Commercial/Corporate/Civic, Healthcare, Higher Education, and K–12 Schools. Although not ideal, it seemed reasonable to follow this arrangement, as it eliminated the time and expense of extensively rearranging items in the file drawers and was a relatively simple organization that enhanced usability. I determined that “Project Name” was the most common search for project information, so the files being arranged alphabetically by project name within the appropriate building type was also reasonable. Each project was subdivided into “Project Files” (project documents), “Project Photos” (completed building photos and photos of building plans), and “Slide Files” (color slides of completed projects). A requirement for the completed inventory was that it be searchable, although money had not been allocated for use of an archives management software system. My low-tech, but completely serviceable, solution was to utilize an Excel spreadsheet with searchable fields of Project Name, File Locations, Project Location, Project Dates, and a link to a PDF of the specific project card if applicable. The addition of the project card information provided added context to frame the materials in a kind of “shorthand” description of the building details.

As I started the inventory, it became clear that my organizational system was imperfect; building project names are elusive as buildings can be referred to by their owners’ names, which often change, or by their addresses (e.g., the Morton Building became the Boeing Building and is often referred to as One North Riverside Plaza). Where possible, I tried to link all applicable names but realized that the

true solution would be a future conversion to some sort of numeric identifier or accession number. That would have to be a project for another time.

It also became clear that the pre-existing arrangement of files by basic building types was flawed, as a number of projects fell somewhere between specific types (e.g., placing a university health-care facility in “higher education” as opposed to “health care”). Because each building type had a different sheet on the inventory, I embedded a “workbook search” that picked up all project name listings regardless of where each sheet was physically stored. I also had to reconcile the fact that it really did not matter where the file physically existed, as the inventory referenced specific file locations. Like the accession numbers, rearrangement of files would have to be a project for another time.

As inventory work progressed, I found additional issues affecting the accurate organization of information, including:

- Many of the project documents had discrepancies in both location information and completion dates; it would take time and research to give definitive dates and locations.
- The firm had employed several prominent architects, and their work has been separated from the general work of the firm.
- Magazine articles about P+W projects that appeared in various trade publications were organized inconsistently by publication title, article title, or architect name.

This was a textbook example of accepting the premise of “More Product, Less Process” (MPLP): often it is better to organize archival materials in a way that is “good enough” and not necessarily perfect. Despite these setbacks, most of the files can now be located by using the inventory list, and, for now, that is good enough.

## **Reference and Outreach**

In addition to providing an inventory, another goal of this internship was to provide enhanced access to the P+W archival materials. Once I realized the breadth of the P+W historic records, I was determined not only to provide access but to raise awareness of these valuable materials and to show their relevance to current marketing and design work within the firm. To that end, I worked closely with the marketing department to provide information for the eightieth anniversary promotions, architectural awards submittals, social media (Twitter<sup>2</sup> and Facebook<sup>3</sup>



“Throwback Thursday” postings), blogs, and research materials for new project pursuits to former clients. In addition, outside researchers started asking for materials to support architectural scholarship and to assist in renovations of existing P+W projects. The P+W Healthcare Group also became interested in using a sampling of historic health-care projects to track the evolution of room size and equipment use in hospital design.

To engage employees with the archives, I developed the “Flat Larry and Phil” project based on a concept I appropriated from the “Flat Sousa” project ongoing at the Sousa Archives and Center for American Music at the University of Illinois at Urbana-Champaign. A cardboard cutout of firm founders, Larry Perkins and Phil Will, traveled to various firm events and had their picture taken for blog<sup>4</sup> postings.

Other outreach projects included

- An article on the Architect’s Newspaper website,<sup>5</sup>
- An Archives Open House, and
- “Sweet Home Chicago,”<sup>6</sup> a geo-locative walking tour of P+W buildings in downtown Chicago.

### **Preservation**

The outreach projects took a significant amount of time and preparation, and I am unsure if they had any lasting effect on the firm’s appreciation of its historical record. In hindsight, some of that time may have been better spent addressing many of the preservation issues I documented while doing the inventory, including

- Missing documents from the years 1935 to 1950 as well as two missing boxes of K–12 project files;
- Overcrowded photo files, which will cause further damage to their contents given their increased use. This situation could be easily remedied through judicious weeding of duplicates;
- Crumbling and acidic newspapers and clippings in the project files, removal of which by photocopying them onto nonacidic paper is crucial. There are also oversized scrapbooks containing newspaper clippings that have been glued to the pages with rubber cement. The degradation of the glue is making the type unreadable and the pages should be copied or scanned; and
- Damaged folders with deteriorated gummed labels that have fallen off and need to be refoldered.

### **Reflection**

My biggest lesson learned was that however “simple” an archival project may appear, one needs to be realistic about the time it will take to complete it. A clear vision of the project and a project management plan are essential elements in maximizing time. The firm generously allowed me an additional 14 weeks on the internship to complete the inventory, which also included digitization of many historic records, slides, and photos. I also learned that architects are completion orientated and are eager to pursue and start new projects. It is a circular cycle oddly similar to the records continuum cycle. There is precious little time to contemplate the merits of past design concepts when past design is often considered an embarrassing or obsolete footnote to the firm’s current image.

For the time being, P+W’s archival materials have been recognized as important, but future preservation work remains, unfortunately, in a category of unnecessary and irretrievable expense.

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### **Notes**

1. Abodia Lighted Storage Systems, accessed May 6, 2015, [www.abodia.com/slidesolutions/index.htm](http://www.abodia.com/slidesolutions/index.htm).
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3. Perkins + Will Facebook Account, accessed May 6, 2015, [on.fb.me/1blqpSg](https://on.fb.me/1blqpSg).
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## People and Posts—Alexis Braun Marks, Assistant Editor, Eastern Michigan University

*The MAC Membership Committee invites members to share positions, appointments, and honors in the People and Posts column. Please send items to Alexis Braun Marks, [abraunma@emich.edu](mailto:abraunma@emich.edu). Submissions must be 150 words or less. Images are welcome!*

**Rebecca Bizonet** joined the staff of the Walter P. Reuther Library at Wayne State University as the oral history project archivist for a National Historical Publications and Records Commission (NHPRC) Documenting Democracy grant awarded to the library in 2014. To find out more about the project, visit [reuther.wayne.edu/node/12884](http://reuther.wayne.edu/node/12884).

MAC members **Amy Cooper Cary** and **Kris Kiesling** were elected to the Society of American Archivists (SAA) Council for three-year terms (2015–2018).

**Christine Froechtenigt Harper**, formerly supervising archivist, Records Retention Section, Office of the Comptroller of the City of St. Louis, has assumed the position of doctoral candidacy specialist at Saint Louis University, where she previously worked in the University Archives for 17 years. She holds a doctorate in American studies and is a certified archivist and independent scholar.

**Lindsay Hiltunen** has been named senior archivist at the Michigan Technological University Archives and Copper Country Historical Collections in Houghton. Previously she served as an archives specialist with the department and as an assistant at the University Archives and Special Collections of Western Illinois University.

**Kathie Johnson** retired from the University of Louisville in July, where she has worked since July 1994. Holding various positions over the years, in January 2013, she began work as archivist and curator of the History Collections at Kornhauser

Health Sciences. Johnson is hoping to travel, read more, spend time with her grandchildren, and finally write the book she has been talking about for over 20 years.

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**PEOPLE AND POSTS—Continued**

**Alexis Braun Marks, Assistant Editor**

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## **Dispatch from China: Cross-Culture Parallels Explored**

*By Rick Pifer, Wisconsin Historical Society, Retired*

Life is full of surprises. Who would have anticipated that a single cup of coffee in October 2013 would lead to lectures in China, a meeting with Jiangsu Provincial Archives staff, and the donation of important records to the Nanjing University Archives?

Last year, I became friends with Li Gang, a professor of history and archival studies at Nanjing University. He came to Madison to learn about archival practice in the United States and to improve his English. In the fall of 2013, he audited my Introduction to Archives class at the UW–Madison School of Library and Information Studies. One evening after class, I asked Professor Li to join me for a cup of coffee. Soon we were meeting weekly, talking about archives and the English language, and becoming friends.

Professor Li initially asked me to collaborate on a project identifying key archival literature from the United States and Canada to recommend for translation into Chinese. He then invited me to deliver a lecture to a national archives conference of professors and doctoral students at Beijing's Renmin University, one of the largest library schools in the world with responsibility for training most of China's government archivists.

Before leaving for China, I learned that the Wisconsin Historical Society's McCormick Collection contained correspondence and building plans for a number of early buildings on the Nanjing campus. During the early twentieth century, Nettie Fowler McCormick, whose husband invented the reaper, was one of the richest women in the world and a generous philanthropist. The Board of Presbyterian Missions drew her attention to its plans for founding a Christian university in Nanjing. McCormick hired a Chicago architectural firm to design the campus and its buildings. Between 1909 and 1920, she donated at least \$26,000 for construction of the administration building, library, and dormitories. The buildings are still used today.

Today, Nanjing University serves 40,000 students and is a top university in China. The Wisconsin Historical Society donated high-resolution scans of McCormick's correspondence from 1909 to 1920, and 27 drawings of Nanjing University buildings built with McCormick money. Although mine was a private trip, it felt like an official visit when I delivered the scanned documents to the university archivist, Wu Mei.

A visit to the Jiangsu Provincial Archives, the province's equivalent of the Wisconsin State Archives, was another occasion for sharing information. A similar visit by a colleague from China would typically involve gathering staff informally for a presentation. In contrast, we were ushered into a formal receiving room, offered tea, then moved to a large ceremonial hall. We were seated on one side of a large rectangle in front of microphones. Sitting opposite us was Zhang Jiwan, the provincial archivist, flanked by her supervisors. Behind them sat 17 staff archivists.

Zhang Jiwan began by commenting on the Provincial Archives' history and goals, including a new state-of-the-art building, greater accessibility and openness, and more use by the public, particularly students. I was so struck by the parallels with our programs that I scrapped my prepared remarks and focused on the similarities between our programs, including our strong emphasis on open access and our belief in the use of archives in education. Although the parallels are striking, I suspect linguistic and political nuances color how Wisconsin Historical Society and Provincial Archives staff understand concepts such as *open access*.

The legacy of this visit is hard to forecast, but conversations about access to information, openness, and education are worth having. Professor Li is already introducing concepts from American archival literature into his classes as a way to broaden student understanding. We will soon begin work on an article describing the different meanings our two cultures give to words in the archival lexicon.



## **Mapping the Landscapes: Continuing Education and Professional Development Needs and Opportunities for Libraries, Archives, and Museums Funded by the IMLS**

Led by the Educopia Institute, the Mapping the Landscapes project seeks to band organizations and disciplines together to comprehensively assess the continuing education and professional training needs in libraries, archives, and museums. This initiative grew out of the Assessing the State of the Field workgroup of the Coalition to Advance Learning in Archives, Libraries, and Museums. The MAC Education Committee was approached during the grant writing process to offer letters of support for this project. Now that the grant has been funded, representatives from the MAC Education Committee will serve on its advisory board.

The Mapping the Landscapes project will involve three components. First, a field assessment will research and document: (1) the continuing education and professional development opportunities available to those working in libraries, archives, and museums; and (2) the similarities and differences that exist among these professions in terms of needs and approaches to professional development. Second, a needs assessment will be conducted with practicing professionals at various stages of their careers.

The goal of this needs assessment is to understand and document what professionals are seeking from continuing education and professional development offerings. Finally, a state-of-offerings review will investigate what continuing education/professional development opportunities various organizations offer and to whom. The final products of the grant will be open datasets and white papers.

This grant is an exciting opportunity for the archival profession and our allied fields to equip ourselves and our colleagues with opportunities to enhance our professional growth. The process and products of the grant will assist in building connections among these fields as well as take a significant step in positioning archivists, librarians, and curators to succeed in increasingly digital and global communities. The MAC Education Committee is pleased to be involved in the project and will keep the MAC membership updated on its progress.

For more information about MAC's role in this project, please contact Lisa Sjoberg ([sjoberg@cord.edu](mailto:sjoberg@cord.edu)) or Ellen Swain ([eswain@illinois.edu](mailto:eswain@illinois.edu)).

## **Regional Archival Associations Consortium**

Did you know that there are over 50 regional archives groups (Regionals) in the United States? Some, such as Northwest Archivists Inc., represent multiple states over a large geographic area, while others are more narrow in geographic scope, such as Archivists of the Houston Area, which represents a single metro area.

Many of these Regionals overlap geographically. For example, if you work in Cleveland you could belong to up to three Regionals.

By virtue of membership overlap, groups that share a geographic area most likely coordinate their activities. Can the same be said for Regionals of similar size or type across the country?

The Regional Archival Associations Consortium (RAAC) fosters communication and collaboration among all Regionals. In 2013, RAAC was formed by inviting each Regional to join, with one representative per association. Representatives from each type of Regional—local, state, and multistate—serve together on one of six subcommittees and have been working together on a few stated goals (see [www2.archivists.org/groups/regional-archival-associations-consortium-raac/2014-2016-goals](http://www2.archivists.org/groups/regional-archival-associations-consortium-raac/2014-2016-goals)).

### **Making Progress**

The Grant Development Subcommittee has compiled grant opportunities by region for a new online resource.

The Education Subcommittee has created a Governance Document Repository compiled from the working documents of Regionals. The repository provides examples of governing documents such as mission statements, constitutions, and bylaws; guidelines for advocacy, outreach, and event planning; and newsletters and journals.

The Disaster Planning and Recovery Subcommittee has created an online resource that provides information on regional, national, and international disaster planning and recovery resources.

The Directory Subcommittee has created a comprehensive list of archives groups in the United States and Canada. The directory makes it easy to see the breadth and scope

of the Regional community. The directory includes contact information and a brief snapshot of each Regional's activities.

The Public Awareness Subcommittee maintains a Facebook page to profile a Regional's events each month (see [saa.archivists.org/Scripts/4Disapi.dll/4DCGI/events/ConferenceList.html?Action=GetEvents](http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/events/ConferenceList.html?Action=GetEvents)). Beyond simply promoting these events, we hope that archivists will use the page as a catalog of events and programs to borrow from. Public Awareness also facilitates information sharing among Regionals and publicizes the work of the committee.

With the help of SAA's Issues and Advocacy Roundtable, the RAAC Advocacy Subcommittee is currently investigating how to best establish formal communication lines through which regionals can report local advocacy issues to SAA and ask for advocacy assistance.

In addition to the work of the subcommittees, Cochair Amanda Focke represents RAAC in the Coalition to Advance Learning in Archives, Libraries and Museums. RAAC joins other archival organizations such as SAA and CoSA to represent the archival field on the coalition, whose purpose is to work in deliberate coordination across organizational boundaries to devise and strengthen sustainable continuing education and professional development (CE/PD) programs that will transform the library, archives, and museum workforce in ways that lead to measurable impact on our nation's communities.

### **Future Steps**

RAAC seeks to ease the burden of new leadership by providing practical guidance. For the coming year, we will focus on education, outreach, grants, disaster planning, and advocacy.

For more information, or if you'd like make a suggestion, please visit [www2.archivists.org/groups/regional-archival-associations-consortium-raac](http://www2.archivists.org/groups/regional-archival-associations-consortium-raac) and consider attending the RAAC meeting this year at the SAA Annual Meeting in Cleveland.

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